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Suffolk University

COLLEGE BULLETIN



CATALOGUE

1957-1958

DAY

EVENING

GRADUATE

BOSTON • MASSACHUSETTS

1957

SUFFOLK UNIVERSITY

College Departments

Liberal Arts

Education

Journalism

Business Administration

Annual Catalogue

1957 - 1958

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DAY

EVENING

GRADUATE

Suffolk University is a member of the
New England Association of Colleges
and Secondary Schools.

BOSTON

MASSACHUSETTS

CORRESPONDENCE

All correspondence should be addressed to
Registrar, Suffolk University
20 Derne Street, Boston 14, Massachusetts

OFFICE HOURS

The University Office is open to receive admission inquiries Mondays through Fridays from 9:00 A.M. to 9:00 P.M. and Saturdays from 9:00 A.M. to 5:00 P.M.

Telephone
CApitol 7-1040

TABLE OF CONTENTS

ANNUAL CALENDAR	4
COLLEGE CALENDAR	5
HISTORY OF SUFFOLK	6
OFFICERS OF THE CORPORATION	7
OFFICERS OF THE ADMINISTRATION	8
FACULTY	9
ADMISSION	14
RULES FOR REGISTRATION AND ATTENDANCE	16
TUITION AND FEES	18
ACADEMIC STANDING	21
GENERAL INFORMATION	23
STUDENT ACTIVITIES	26
SCHOLARSHIPS, ASSISTANTSHIPS, AND LOANS	30
SUMMER SESSION	30
ALUMNI ASSOCIATION	31
SECTION A — DAY TIME COURSES OF STUDY	
Degrees and Requirements	32
Liberal Arts	32
Curricula in Education	36
Pre-Medical and Pre-Dental Education	40
Science Curricula	41
Pre-Legal and Other Pre-Professional Education	42
Journalism	44
Business Administration	45
Courses of Instruction	48
SECTION B — EVENING AND SATURDAY COURSES OF STUDY	
Degrees and Requirements	93
General Studies	93
Pre-Legal Curriculum	94
Business Administration	95
Courses of Instruction	97
SECTION C — GRADUATE REGULATIONS AND COURSES OF STUDY	
Purpose and General Requirements	120
Master of Arts in Education	121
Master of Science in Business Administration	121
Courses of Instruction	123

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SEPTEMBER							MARCH							SEPTEMBER							MARCH													
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DECEMBER							JUNE							DECEMBER							JUNE													
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22	23	24	25	26	27	28	22	23	24	25	26	27	28	21	22	23	24	25	26	27	21	22	23	24	25	26	27	21	22	23	24	25	26	
29	30	31	29	30	20	21	22	23	24	25	26	28	29	30	28	29	30	

CALENDAR FOR THE ACADEMIC YEAR 1957 - 1958

COLLEGE DEPARTMENTS

1957

Registration Fall Semester

Orientation — Day Freshmen and other new students

	September 23, Monday
Upperclassmen and all Evening students	September 24, Tuesday
Classes Convene	September 25, Wednesday
Last Day for registration without payment of late registration fee	
	September 30, Monday
Columbus Day (Holiday)	October 12, Saturday
Veterans' Day (Holiday)	November 11, Monday
Thanksgiving Recess, November 28 through 30, Thursday through Saturday	
Christmas Recess	
December 19 through January 1, Thursday through Wednesday	

1958

Classes Resume	January 2, Thursday
Fall Semester Examinations begin	January 20, Monday
Fall Semester ends	February 1, Saturday
Registration Spring Semester	
Day Students	February 3 and 4, Monday and Tuesday
Evening Students	February 4, Tuesday
Classes Convene	February 5, Wednesday
Last day for registration without payment of late registration fee	
	February 10, Monday
Washington's Birthday (Holiday)	February 22, Saturday
Evacuation Day (Holiday)	March 17, Monday
Spring Recess	March 31 through April 5, Monday through Saturday
Good Friday (Holiday)	April 4, Friday
Classes Resume	April 7, Monday
Patriot's Day (Holiday)	April 19, Saturday
Spring Semester Examinations begin	May 26, Monday
Memorial Day (Holiday)	May 30, Friday
Spring Semester ends	June 7, Saturday
Alumni Day	June 14, Saturday
Commencement	June 15, Sunday

Summer Session 1958

Registration — Day and Evening Sessions; Classes Convene

	June 9, Monday
Bunker Hill Day (Holiday)	June 17, Tuesday
Registration for Teachers (six weeks) Day Session; Classes Convene	
	June 30, Monday
Independence Day (Holiday)	July 4, Friday
Evening Summer Session ends	July 18, Friday
Summer Session Examinations	August 7 and 8, Thursday and Friday
Summer Session ends	August 8, Friday

Fall Semester 1958 - 1959

Registration	September 22, Monday
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HISTORY OF SUFFOLK

The Suffolk University School of Law, the first unit of the University, was established in September, 1906, to provide professional training for ambitious young men and women who desire a professional career. In 1914 the school was chartered with degree-granting powers by the Legislature of Massachusetts.

Educational facilities have been expanded in the belief that training in the liberal arts and sciences is an integral part of a balanced education. The College of Liberal Arts was founded in 1934, the Graduate School of Law in 1935, the College of Journalism in 1936, and the College of Business Administration in 1937. The various departments were incorporated by the Massachusetts Legislature in April, 1937.

Suffolk University, although primarily a day-time institution, was the first college in New England at which a student might earn a Bachelor of Arts degree entirely through evening study.

Physical growth of the University was accompanied by professional recognition: Suffolk is a member of the New England Association of Colleges and Secondary Schools. The College Departments are approved by the Board of Collegiate Authority, Department of Education, Commonwealth of Massachusetts. The Law School is approved by the Massachusetts Bar Association and by the American Bar Association. The Veterans Administration approves all courses for GI benefits.

Located on historic Beacon Hill, by the State House, Suffolk University provides excellent accommodations for educational work. In the University building are the Executive and Administrative offices; University Library; classrooms; completely equipped and modern laboratories for biology, chemistry, and physics; University Auditorium; Bookstore; and appropriate lounges for students.

Although the physical equipment of a university is important, the quality of its educational program is even more significant. The true measure of a university is reflected in the record of its graduates. Early in its history, Suffolk University gained recognition for the quality of its faculty and the success of its graduates. Judges, lawyers, businessmen, educators, and leaders in political and civic life owe their advancement to the quality of training received at Suffolk University.

SUFFOLK UNIVERSITY

7

SUFFOLK UNIVERSITY THE CORPORATION

Corporate Name: Suffolk University

OFFICERS OF THE CORPORATION

GEORGE B. ROWELL, *Chairman*
HONORABLE JOHN E. FENTON, *Vice Chairman*
HIRAM J. ARCHER, *Clerk*
HONORABLE FRANK J. DONAHUE, *Treasurer*

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Professor, Suffolk University
Law School

HONORABLE FRANK J. DONAHUE
Justice, Massachusetts
Superior Court

WILLIAM F. A. GRAHAM, Esquire
Senior Member, Lee and
Graham, Attorneys at Law

ARTHUR W. HANSON
Professor of Accounting
Harvard University

BERNARD J. KILLION, Esquire
Member, Killion, Connolly and
Williams, Attorneys at Law

TERM EXPIRES JUNE 1957

JOHN GRIFFIN
Treasurer, Joseph P. Manning Company

TERM EXPIRES JUNE 1958

ERNEST R. BLAISDELL
New England District Manager
The Structural Slate and
National Slate Blackboard Cos.

EDWARD J. SAUNDERS
Real Estate Broker

TERM EXPIRES JUNE 1959

HONORABLE JOHN E. FENTON
Judge, Massachusetts Land Court

GEORGE H. SPILLANE
Formerly District Manager,
Boston No. 1 District
John Hancock Mutual Life Insurance
Company of Boston, Massachusetts

TERM EXPIRES JUNE 1960

JULIUS E. ROSENGARD, Esquire
Attorney-at-Law

GEORGE B. ROWELL, Esquire
Member, Warner, Stackpole,
Stetson and Bradlee
Attorneys at Law

TERM EXPIRES JUNE 1961

REXFORD A. BRISTOL
Treasurer, The Foxboro Co.

SUFFOLK UNIVERSITY

ROBERT J. MUNCE, A.B., A.M., LL.D. *President*
 ARTHUR W. HANSON, A.B., A.M., M.B.A., LL.B., Litt.D., D.C.S.
Vice President

ADMINISTRATION OFFICERS OF
 SUFFOLK COLLEGE DEPARTMENTS

DONALD W. GOODRICH, A.B., A.M. *Dean and Registrar*
 JOSEPH H. STRAIN, A.B., A.M. *Assistant Dean, Evening Division*
 DOROTHY M. McNAMARA, M.A. *Bursar*

EDWARD G. HARTMANN, A.B., A.M., B.S. in L.S., Ph.D.
Director of Libraries
 CATHERINE FEHRER, A.B., Ph.D. *Advisor to Women*
 LEO LIEBERMAN, A.B., Ed.M., Ed.D. *Director of Guidance*
 JOHN V. COLBURN, B.S. in Ed., A.M. *Director of Student Affairs*
 CHESTER E. BROMWELL, M.D. *University Physician*
 DONALD P. WOODROW, B.S. in J. *Director of Placement*
 CAROL B. HAINES, A.B. *Recorder*

FACULTY OF COLLEGE DEPARTMENTS

NEILSON C. HANNAY

*Professor of English**A.B., A.M., Union; B.D., Auburn; A.M., Ph.D., Harvard; Graduate Study: Glasgow; Halle; Chicago.*

DONALD W. GOODRICH

*Professor of Humanities**A.B., Williams; A.M., Harvard; Graduate Study: Columbia; Harvard.*

FRANK M. BUCKLEY, SR.

*Professor of History and Sociology**A.B., LL.D., Holy Cross; A.M., Yale; Ed.M., Harvard.*

NELSON J. ANDERSON

*Professor of Chemistry and Mathematics**A.B., Kansas; M.S., Illinois; Ph.D., Chicago.*

ROBERT S. FRIEDMAN

*Professor of Biology**B.S. in Ed., A.M., Boston University; A.M., Ph.D., Harvard.*

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*Professor of History**A.B., A.M., Bucknell; B.S. in L.S., Ph.D., Columbia; Graduate Study: Sorbonne; University of Wales.*

GEORGE H. MCKEE

*Associate Professor of Languages**A.B., Washington and Lee; A.M., Pittsburgh; Docteur es Lettres, Grenoble; Graduate Study: Paris; Harvard; Havana; Guatemala; Nancy; Toulouse; Mexico; Besancon; Rennes.*

ELLA M. MURPHY

*Associate Professor of English**A.B., Smith; A.M., Wisconsin; Ph.D., Iowa State; Graduate Study: Cambridge; Columbia; Middlebury; New York University; Harvard.*

NORMAN B. FLOYD

*Associate Professor of History**A.B., Amherst; A.M., Ph.D., Harvard.*

JOHN J. MAHONEY

*Associate Professor of Business Administration**B.S. in Ed., Ed.M., Boston University; Graduate Study: New York University.*

ISRAEL STOLPER

*Associate Professor of Government and Economics**Adj.A., Harvard; LL.B., Northeastern; A.M., Boston University; Graduate Study: Harvard.*

STANLEY M. VOGEL

Associate Professor of English and German
A.B., New York University; A.M. Yale; Ph.D., Yale; Graduate Study: Oxford.

WILLIAM S. SAHAKIAN

Associate Professor of Philosophy and Psychology
S.B., Northeastern; S.T.B., Ph.D., Boston University; D. Sc. O., Curry College;
Graduate Study: Harvard.

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Associate Professor of Romance Languages
A.B., Vassar; A.M., Ph.D., Bryn Mawr; Graduate Study: Sorbonne; Florence;
Mexico; Middlebury.

HAROLD M. STONE

Assistant Professor of Accounting
B.S. in Ed., Ed.M., Boston University.

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A.B., Clark; M.A., Boston College; Graduate Study: Clark; Fitchburg; Boston
College.

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A.B., Suffolk; A.M., Boston College; Graduate Study: Tufts; Boston University;
Harvard.

JOHN V. COLBURN

Assistant Professor of English
B.S. in Ed., A.M. Boston University.

CHARLES LAW

Assistant Professor of Physical Education
S.B., Springfield; Ed.M., Boston University.

DION J. ARCHON

Assistant Professor of Business Administration
A.B., A.M., Ph.D., Harvard.

DONALD MARTIN UNGER

Assistant Professor of Education
A.B., Dartmouth; A.M.T., Harvard; Graduate Study: Harvard.

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*Instructor in Government**A.B., Suffolk; M.A., Boston University.*

ARTHUR J. WEST, II

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BENSON DIAMOND

*Instructor in Accounting and Business Administration**B.S. in B.A., Suffolk.*

PAUL E. HAMEL

*Instructor in English**A.B., Suffolk; M.A., Boston University; Graduate Study: Simmons.*

MARTIN WILLIAM DONAHUE

*Instructor in Business Administration**B.S. in B.A., M.A. in Ed., Suffolk.*

MERRILL H. GOLDWYN

*Instructor in English**A.B., M.A., Harvard; Graduate Study: Columbia.*

WILLIAM L. ROCHE

*Instructor in Education**A.B., M.A. in Ed., Suffolk.*

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*Instructor in History**A.B., Harvard; A.M., Ph.D., Boston University.*

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WILLIAM F. HOMER

*Instructor in Journalism**A.B., Harvard; Graduate Study: Harvard.*

BEN J. BROWNE

*Instructor in Sociology**A.B., Ph.D., Boston University; Graduate Study: Columbia, University of Paris.*

EDWARD H. McCABE

*Instructor in Education**A.B., Harvard; M.A. in Ed., Suffolk.*

AUGUSTINE C. WHELAN

*Instructor in Education**A.B., Boston College; M.B.A., Harvard; Ed.D., Suffolk; Graduate Study: Suffolk.*

RUSSELL HOWLAND

Instructor in Biology and Physics
A.B., St. Anselm's; Graduate Study: Fordham, Harvard.

THOMAS A. NORRIS

Instructor in Business Administration
B.S. in Ed., M.C.S., Boston University; Graduate Study: Boston University.

MICHAEL MCCARTHY

Instructor in Psychology
A.B., Boston University; Graduate Study: Boston University.

FLORENCE PETHERICK

Instructor in History
A.B., Calvin Coolidge; A.M., Ph.D., Boston University.

DINA GLADYS S. THOMAS

Instructor in Mathematics
B.S. in Ed., Boston University; M.S., Utah; Graduate Study: Harvard.

JOHN P. WISE

Instructor in Biology
A.B., Suffolk; M.S., New Hampshire; Graduate Study: New Hampshire.

MORTON J. ASCH

Instructor in Psychology
B.S., City College of New York; M.S., Ph.D., Syracuse.

GORDON CAMBELL

Instructor in Journalism

LORA KATZ

Instructor in Economics
A.B., Hunter; A.M., Radcliffe; Graduate Study: Radcliffe.

THELMA KINNEY

Instructor in Mathematics
B.S., M.S., Pennsylvania State.

SUMNER KIRSCHNER

Instructor in German
A.B., Chicago; Diploma, University of Vienna; A.M., Boston University.

BERNHARDT LIEBERMAN

Instructor in Psychology
A.B., Brooklyn; A.M., New York University; Graduate Study: Boston University.

W. BARRY MACDONALD

Instructor in Business Administration
B.S. in B.A., LL.B., Suffolk.

CHARLES DIXON MATTHEWS

B.S. in B.A., Suffolk; LL.B., Northeastern.

Instructor in Accounting

BARNARD P. McCABE, JR.

A.B., Emerson; Graduate Study: Emerson.

Instructor in Speech

ARTHUR K. McCOMB

A.B., A.M., Harvard.

Instructor in English

BELINDA KEMP PEARSON

A.B., Wellesley; A.M., Fletcher School of Law and Diplomacy; Graduate Study: London School of Economics, Fletcher School.

Instructor in Economics

FRED L. SULLIVAN

Bentley School of Accounting; Boston University.

Instructor in Accounting

M. LADD THOMAS

A.B., A.M., Utah; Graduate Study: Michigan, Philippines, Northwestern; Fletcher School of Law and Diplomacy.

Instructor in Government

GEORGE R. ZNAIDOUSKY

A.B., Boston University; Graduate Study: New Hampshire.

Instructor in English

DAVID L. PELLETT

A.B., Cornell College; B.S., Iowa State; Graduate Study: Massachusetts Institute of Technology.

Instructor in Mathematics

DONALD B. STEVENS

A.B., Tufts; M.A., Yale.

Instructor in English

FLOYD L. BELL

LL.B., Minnesota.

Lecturer in Public Relations

RICHARD D. PIERCE

A.B., New Hampshire; B.D., Andover; B.S. in L.S., Simmons; S.T.M., Harvard; A.M., Emerson; Ph.D., Boston University; Graduate Study: Sorbonne.

Lecturer in Humanities

ADMISSION

ADMISSION TO THE FRESHMAN CLASS

Suffolk University invites all high school graduates, both men and women, who believe they can qualify for college study, to apply for admission to the Freshman Class. In each case the Admissions Committee will consider every type of evidence that bears on the applicant's fitness to do college work. The Committee gives much weight to the recommendation of the applicant's high school principal. The Committee desires to determine each candidate's ability successfully to undertake college studies rather than to insist upon a rigid pattern of college preparatory units.

An applicant for admission to the Freshman Class in any undergraduate department is expected to present evidence of graduation from an approved high school or its equivalent.

While no specific distribution of college preparatory units is prescribed, it is recommended that applicants complete four units of English and at least eight units by a combination of ancient or modern languages, mathematics, biological or physical sciences, and history or other social studies. An additional three units to make a total of fifteen units may be earned in standard college preparatory subjects or through major courses in the arts and in commerce. Each applicant's admission is treated on its merits and in relation to the course of study he or she expects to undertake in college. Lack of foreign language study in high school, for example, can be corrected by college study in French, Spanish or German, if the student's degree plans require it.

Applicants may be admitted also as special students subject to conditions, the removal of which must be completed before the beginning of the Junior year by the successful passing of prescribed courses in the University or of prescribed examinations. Courses pursued for the purpose of removing conditions shall not count as credit toward any degree. It is recommended that entrance conditions be removed by attendance at a Summer Session.

Correspondence regarding admission should be addressed to the Registrar, Suffolk University, 20 Derne St., Boston, Massachusetts. Each applicant must file an application with the Director of Admission. The application should be accompanied by a check or money order for \$10.00 made payable to Suffolk University. This application fee will be refunded only if the applicant is rejected.

DEFINITION OF A UNIT

A unit of work in high school is granted for a course covering a school year of not less than thirty-six weeks with five periods of at least forty-five minutes each per week. Two periods of manual training, commercial work, domestic science, drawing or laboratory work are considered the equivalent of one period of classroom work.

ADMISSION TO ADVANCED UNDERGRADUATE STANDING

Applicants who have completed courses in a college, junior college, or in another institution of collegiate rank and recognized standing may be permitted to enroll as students with advanced standing according to the conditions outlined below:

1. The Registrar of the institution previously attended must send a certificate of honorable dismissal direct to the Registrar of Suffolk University.

2. The applicant for advanced standing should also request the Registrar of the college previously attended to send an official transcript of credits. Transcripts should specify courses, semester hours of credit and grade for each course, the semester when taken, a key to grades, and a statement of the units accepted for entrance. Transcripts of such work are desired at the time of application or very soon afterwards. Grade reports, diplomas, or lists of credits **SUBMITTED BY THE APPLICANT** will not be accepted as a basis for granting advanced standing.

3. If the transcript does not show descriptive course titles, a catalog of the college for the years in which the applicant was in attendance should be submitted with the application, clearly marked to indicate the courses completed.

4. All requirements for admission to the Freshman Class must be satisfied before advanced standing can be granted.

5. *All grants of advanced standing credit are made on a provisional basis.* Grants so made are final only after the student has satisfactorily completed thirty semester hours of work at Suffolk University.

6. Whenever a student enters with advanced standing and later proves to be inadequately prepared in any of his prerequisite subjects, the Academic Standing Committee reserves the right to require him to make up such deficiencies prior to graduation and may cancel or reduce his advanced standing.

7. The last thirty semester hours in any degree program must be earned at this institution.

ADMISSION OF SPECIAL STUDENTS

A limited number of special students may be admitted each year upon satisfying the Director of Admissions as to their ability to profit by the courses to which they seek admission. Special students are those who are not candidates for a degree.

Men and women over twenty-one years of age who cannot satisfy the entrance requirements may be admitted as special students upon recommendation of the Director of Admissions. It will be necessary for the applicant to file a full statement of his qualifications with the Registrar. Candidates are requested to present this statement at least three weeks before the beginning of the college year.

Registration of a special student is for one semester only. Re-registration may be refused if such student does not meet the required scholastic standing.

RULES FOR REGISTRATION AND ATTENDANCE

REGISTRATION PROCEDURE

All new students are required to file applications as much in advance of Registration Day as possible. March and April are the desirable months to request admission to the Fall Semester, although some students have been admitted in September. On Registration Day students will make out registration and Bursar's cards, and secure lecture schedules prior to the opening sessions of classes.

Veteran students should file a Certificate of Eligibility and Entitlement with the Bursar on or before Registration Day. These certificates should be obtained well in advance of Registration Day from any local New England Office of the Veterans' Administration. Applicants who are unaware of the procedure for obtaining the certificates are urged to see the Suffolk University Bursar at their earliest convenience.

REGISTRATION LIMITS

Except in special cases, no registration will be accepted after the first full week in any semester. Credit will not be given for a course in which a student has not formally registered. A late registration fee will be required from all students who register after the final day of the registration period.

LECTURE HOURS

Individual schedules of courses, showing hours and room assignments, will be made prior to each semester and will be given to each student at registration.

LABORATORY SESSIONS

A schedule of laboratory sessions will be published at the beginning of each semester for those courses requiring laboratory work. A student taking such a course will be required to attend the laboratory sessions in addition to the other regularly scheduled classes.

ATTENDANCE AND EXCESSIVE ABSENCE

All students are expected to attend all lectures in every course for which they are registered. An instructor may request the Registrar to drop from a course any student who absents himself excessively and without acceptable explanation.

PHYSICAL EDUCATION

Physical education is required of all students during their first year, with the exception of those who have had active military service. Special provisions will be made for handicapped students by the Director of Physical Education after consultation with the college and family physicians.

EXAMINATIONS

Final examinations are offered in all regular courses and all students are required to take them. In addition, mid-term examinations, quizzes, special papers, and so forth are given at the discretion of the instructor.

ABSENCE FROM FINAL EXAMINATIONS

Only when incapacitating illness or other emergency makes attendance at a final examination impossible may a make-up examination be requested. The request should be made promptly (within one week) by writing the Registrar. Medical certificate or other verification should accompany the request. Authorized make-up examinations must be taken no later than the next succeeding semester. For fee, see p. 20. A student who has completed a course with a grade of "F" is not eligible for a make-up examination.

STUDENT DISCIPLINE

Thoughtful behavior and good manners are expected at all times of students of Suffolk University. It is assumed that undergraduates will understand what constitutes acceptable conduct without specific regulations forbidding particular actions. Breaches of good conduct will be the concern of the appropriate officers or committees of the College.

NORMAL FULL PROGRAM

A program of five courses is considered a full load for a student in any semester of his college career. With the time recommended to be spent in preparation (a minimum of two hours of preparation for each class meeting), this normal program should keep the full-time student busy forty-five hours per week if he is to do acceptable college work.

Permission to take a sixth course may be given only by the Committee on Excess Courses.

EXCESS COURSES

Any course, in addition to the normal five courses, is an excess course. For compelling reasons, such as the need to make up a condition or a failed course, a student may be given special permission to register for a sixth course under the following conditions:

All students during their first two full semesters in college, exclusive of summer sessions, are limited to five courses. These five courses shall include any courses taken to make up deficiencies.

A student who has been in attendance at Suffolk two full semesters or more may, with the permission of the Committee on Excess Courses, take one additional course, provided that his honor point average during his previous semester was 1.50 or better.

In all cases permission to take an additional course must be obtained in advance from the Committee on Excess Courses.

Application for the additional course should be made at the Registrar's Office at the time the student is planning his program in advance of Registration Day.

Summer Session students at Suffolk will ordinarily be limited to a program of three courses.

WITHDRAWAL FROM COLLEGE

If it becomes necessary for a student to withdraw from college, he is expected to give notice by coming in person to the Dean's Office. When circumstances prevent this, he or his parents are asked to write to the Dean of the College concerning the reason that requires him to leave college.

CREDITS EARNED AT OTHER SUMMER SESSIONS

Suffolk students who attend summer sessions in other colleges and universities must obtain permission in advance to do so in order to insure acceptance of their credits. The number of transfer credits will be limited to one credit for each full week of attendance. Credit will be withheld unless the course work is completed with a grade of C or better, where D is the lowest passing grade. Credits earned at summer sessions in other institutions may not be counted a part of the work of the Senior Year (last 30 semester hours) in any Suffolk degree program.

TUITION AND FEES

The fees in all departments have been fixed at the lowest possible figure in order to accommodate the needs of students of limited means as well as those who must earn their living while attending classes.

APPLICATION

Applications for admission to any undergraduate department must be

accompanied by an application fee of \$10. This fee is payable for the first year only. No application is recorded until the fee has been received. This fee is not a part of the tuition and will not be refunded after the student has been duly admitted to the department to which he has applied. However, upon receipt of written request, this fee may be applied to another year should the applicant re-register. Applicants who are veterans must also pay the application fee.

TUITION

Students attending classes at the University are charged at the rate of \$20 per semester hour. The tuition charge is \$550 for a full program of 30 semester hours for the academic year, when enrolled for at the rate of 15 semester hours per semester. While the tuition and fees for each semester are due at the time of registration, students who find it necessary may arrange for a deferred tuition payment plan as follows: one-half of the total tuition and fee charges for the semester should be paid at the time of registration; one-fourth of the total charges should be paid within one month after the opening date of the semester; and the final one-fourth of the total charges should be paid within two months after the opening date of the semester. The students who take advantage of the deferred tuition payment plan will be required to pay \$5 per semester in addition to the regular tuition and fees. An appropriate plan similar to this will be worked out for students enrolled in the Summer Session.

A student, who is given permission to take an extra course leading to a total of more than 15 semester hours of credit in one semester, will be charged \$20 for each extra hour. Part-time Evening or Adult Education tuition is based on the same charge of \$20 a semester hour. The tuition for each semester or session is due at the time of registration.

Tuition for students enrolled in extension courses will be charged at the rate of \$20 per semester hour credit in those courses.

All payments should be made at the Bursar's Office, University Building. Checks should be made payable to Suffolk University.

NON-CREDIT COURSE FEE

A fee at the rate of \$20 for each equivalent semester hour is charged for courses which carry no credit toward graduation. These courses may be the various remedial courses and courses to make up secondary school deficiencies.

LABORATORY FEE

Students taking regular laboratory courses in Biology will pay a laboratory fee of \$25 for each course; in Physics, \$20; and in Chemistry, \$25. These figures are for the academic year, one-half being payable at the beginning of each semester. The laboratory fees in Science 1.1-1.2 and in Experimental Psychology are \$5 per semester.

LABORATORY BREAKAGE

Students will be billed each month for the breakage of any laboratory equipment. Bills must be paid when presented.

SPECIAL EXAMINATIONS

A fee of \$5 will be charged for each special examination. Special make-up examinations will be given only to those who, for sufficient cause, have been absent from semester examinations. *A student must make a written request to the Registrar setting forth the reasons why the privilege of a special examination should be granted, within one week after the date on which the examination was scheduled.* Students under twenty-one must submit letter from their parents or guardians. See "Absence from Final Examinations," p. 17.

The grade F is a grade given for the work of a course, and, therefore, cannot be removed by special examination.

GRADUATION FEE

The graduation fee, including diploma, is \$20. It is due and payable one month prior to graduation.

CERTIFICATE FEE

A fee of \$5 is charged all students to whom an Associate certificate is awarded.

TRANSCRIPT OF RECORD

A student may receive one certified transcript of his college record without charge. For each transcript after the first, a charge of \$1 will be made. *Requests for transcripts should be made in writing at least one week in advance of the date desired.*

WITHDRAWALS AND REFUNDS

Students who are obliged to withdraw before the end of the Fall or the Spring semester may, on approval of the Registrar and the Bursar of the University, receive a partial refund of the tuition fee paid. (See "Withdrawal from College," p. 18). The refunds may be made according to the following schedule.

Withdrawal notice filed and approved within

	Tuition Refund
One week of opening of semester	80%
Two weeks of opening of semester	60%
Three weeks of opening of semester	40%
Four weeks of opening of semester	20%
After four weeks of opening of semester	0%

The Summer session schedule of refunds is proportional to the length of the session.

To receive a refund a student must file an advance notice with the Registrar of his intention to withdraw; or if that is not possible, a written explanation of his withdrawal within five days thereafter.

ACADEMIC STANDING

THE GRADING SYSTEM

All grades will be based on the following marking system:

A 90-100%
B 80-89%
C 70-79%
D 60-69%

F Below 60%
I Incomplete
W Withdrawn

A and B are honor grades; C represents satisfactory work; D is passing without honor points in the Honor Point system of computing student standing; F indicates failure; IP signifies incomplete but passing; IF signifies incomplete and failing; IF may signify that incomplete work has not been made up by a student during his next semester following that in which the course was taken; W signifies withdrawal from a course without prejudice during the first eight weeks of a semester or before the mid-point of a summer session; WP indicates withdrawal during the latter half of a semester or summer session for emergency reasons by a student whose attendance and work have been satisfactory; WF indicates withdrawal during the latter half of a semester or summer session by a student whose attendance and work have been unsatisfactory.

With the exception of "I" grades, all grades are final as reported by instructors at the close of each semester. After the lapse of one semester, a grade of "IF" automatically becomes an "F" and is so marked on the student's record; a grade of "IP," after the same lapse of time, becomes permanent.

HONOR POINT SYSTEM

Scholastic averages will be computed on an Honor Point system as follows:

- 3 Honor Points will be granted for each semester hour of A grade work;
- 2 Honor Points will be granted for each semester hour of B grade work;
- 1 Honor Point will be granted for each semester hour of C grade work;
- 0 Honor Points will be granted for each semester hour of D grade work;
- 1 Honor Point will be deducted for each semester hour of F grade work.

Thus, in a 3 semester hour course a grade of A will count as 9 Honor Points, a grade of B as 6 points, a grade of C as 3 points, a grade of D as 0 points, and a grade of F will subtract 3 Honor Points.

SCHOLARSHIP STANDING

In order to be in good standing in the University, a student must maintain an average of 1.00 honor points per semester hour for the previous semester of work. This average is computed by dividing the total of honor points by the total of semester hours. There is a limit to the number of semesters a student can have an honor point average of less than 1.00.

ELIGIBILITY FOR DEGREE

In order to be eligible to receive a degree from the University, a student must have at least one honor point for each semester hour of credit earned in course at the University.

Transfer students should earn a number of honor points which equals their total hours of credit earned in course at Suffolk University. To be eligible for the award of a degree with honors, a transfer student must complete a minimum of two years (60 semester hours) of course work in residence at Suffolk University.

Candidates for an Associate certificate will be required to earn a proportion of honor points comparable to the number required for degree candidates.

PROBATION

Any student who, during a semester, earns an average of less than 1.00 honor points per semester hour of work will be placed on academic probation. A student who has been placed on probation will be given until the following semester's final grading period to establish an acceptable honor point average. Failing to achieve the satisfactory average, the student becomes subject to suspension or dismissal from the University.

No student may represent the University in extra-curricular activities while on probation.

THE DEAN'S LIST

The Dean's List is composed of students who are deemed worthy of recognition because of high scholastic achievement. It is divided into three groups to be designated as follows:

Highest honors will be awarded to all students who receive a scholastic average of between 2.80 and 3.00 honor points per semester hour.

High honors will be awarded to all students who obtain a scholastic average between 2.50 and 2.79 honor points per semester hour.

Honors will be awarded to all students who obtain a scholastic average between 2.00 and 2.49 honor points per semester hour.

Dean's List honors are awarded on a semester basis and are announced as soon as possible after the close of the semester.

In order to be considered for the Dean's List, a student must be in regular attendance during the appropriate semester, and shall have completed a minimum of four courses as a day-time student or at least three courses as an evening student.

REPORTS

Grade reports will be issued to each student soon after the close of each semester.

CLASSIFICATION OF STUDENTS

Classification of students depends upon the number of semester hours earned prior to the first semester of the current year. Freshman standing is assigned to all those having less than twenty-four semester hours; Sophomore standing, twenty-four semester hours; Junior Standing, fifty-four semester hours; Senior standing, eighty-four semester hours.

GENERAL INFORMATION

Facilities of the University

BOSTON — *Center of Superior Educational Advantages*

Students will find in historic Boston unrivaled opportunities for culture and recreation. The Boston Public Library System is justly famous. The State Library and the State Archives are across the street from the University. The Museum of Fine Arts on Huntington Avenue is easily accessible; Boston Common, the Public Gardens, and the Charles River Bank are nearby. To the student of history Greater Boston is world-famous for its shrines of American Liberty — Faneuil Hall, the Old State House, the Old North Church, King's Chapel, the house of Paul Revere, and the various burying grounds where historic dead are at rest. Beacon Hill and the State House form the very heart of Boston. No city in America could be more inspiring to students and certainly none more conducive to scholarship.

TRANSPORTATION

Situated on Beacon Hill, facing the State House, Suffolk University is in the very center of Boston's unrivaled transportation facilities. Every important transportation point is within easy walking distance, thus eliminating traffic delays. Applications for special student transportation tickets may be secured from the Office of the Registrar.

DORMITORY FACILITIES

The University is primarily an urban institution and, consequently, does not have regular dormitory facilities. Nevertheless, for its ever increasing out-of-town student body the University is prepared to assist students, who do not live at home, to find suitable accommodations on Beacon Hill or elsewhere in the vicinity. The University, however, may in no way be held responsible for such accommodations.

PLACEMENT BUREAU

The University maintains a Placement Bureau to assist students and graduates in securing part-time or full-time employment. Students thus placed are recommended by the University and are expected to maintain a high degree of proficiency in classroom work while in such employment.

UNIVERSITY LIBRARY

The Library occupies the major portion of the third floor of the building, and serves all departments of the University. The reading room has seating accommodations for more than three hundred readers. It is open to faculty, students, members of the staff, and alumni.

All books, except those on required reading lists, treatises, reference books in great demand, and certain particularly valuable or rare books, are on open shelves and easily accessible. Law books and reference books do not circulate, but all other books may be borrowed for periods ranging from overnight to fourteen days. Some books on reserve for special courses must be used in the Library.

The Library is open from 9:00 a.m. to 10:00 p.m., Monday through Friday; and 9:00 a.m. to 5:00 p.m., Saturday during the regular school term. It is closed on all legal holidays.

LABORATORIES

Completely equipped laboratories have been installed so that students may perform the required experiments customary for courses in biology, chemistry, physics, and psychology.

UNIVERSITY AUDITORIUM

An auditorium with a seating capacity of one thousand is located between the Main Building and the Annex with entrances on Temple Street. The completely equipped stage of the Auditorium affords excellent facilities for student dramatics. The Auditorium is also used for general assemblies, commencement, concerts, and similar functions.

BOOKSTORE

The Bookstore is located in the basement of the University Building Annex. It has every facility for the rapid handling of textbooks and other college supplies.

SUFFOLK CANTEEN

The Canteen, in the Recreation Hall, is for the purpose of providing the students and the faculty with a variety of sandwiches, hot coffee, cold milk and other beverages and snacks at reasonable prices.

GUIDANCE

A Guidance Department under a specially-trained director is maintained by the University. As a result of personal interviews and tests, students are assigned to qualified faculty advisors. These advisors assist students in the proper selection of courses to prepare them for the type of work or profession for which they seem best adapted. Thus the possibility of wrong selection of courses and of failure is reduced to a minimum.

VETERANS' COODINATOR

The Bursar has been appointed to act in liaison between veteran students under Public Laws 16, 550 and 894 and the Veterans' Administration. Years of experience since World War II have made her familiar with the problems that constantly confront veterans. In addition, a representative of the Veterans' Administration, the Training Officer, is available to veteran students who attend under Public Laws 16 and 894.

DAY AND EVENING DIVISIONS

Although Suffolk University is open to all worthy students, both men and women, it nevertheless makes special provision for those who must earn a part or all of their expenses while attending school. For this reason, both day and evening classes are maintained in all departments. A degree may be earned in either the day or the evening division.

In addition to regular undergraduate courses in the evening division, Suffolk University has established a plan of adult education for men and women who desire further education in a particular field of study, but who do not desire to enroll as regular students. For detailed information concerning these courses for adult education, reference should be made to the Evening Division section of this bulletin.

STUDENT ACTIVITIES

Suffolk University has a well-formulated undergraduate program of student activities designed to develop and encourage personal qualities of leadership, initiative, cooperation and sportsmanship. The maintenance of a satisfactory scholastic standard, however, is a prerequisite for participation in these activities. A member of the administrative staff has been appointed to serve as Director of Student Activities. The director works closely with student groups in all matters of organization, meetings, public performance, etc. The following activities are open to all qualified students in the University.

ATHLETICS

Suffolk University has representative teams in Baseball, Basketball, Golf, and Tennis.

THE BEACON

The official yearbook of Suffolk University is The Beacon. This book, published annually, is designed, written, and edited by a staff chosen from the student body. The purpose of The Beacon is to furnish a permanent record of the activities and personnel of the University, giving special emphasis to the members of the graduating classes.

DEBATING SOCIETY

This club is organized for the purpose of developing and mastering the various techniques of argumentation. An opportunity is provided through debates with teams from other colleges as well as round-table discussions, guest speakers, and voice recordings, all designed to emphasize the cogency of argument rather than eloquence of speech.

BUSINESS CLUB

Members of the Business Club have opportunities to become acquainted with business leaders; to join professional organizations such as the American Marketing Association and the Society for the Advancement of Management; to provide field trips to industrial and business establishments; to attend dinner meetings with featured guest speakers; to become better acquainted with fellow students.

EDUCATION CLUB

The objects of the club are to promote the interests of teachers in training, to form a closer bond among them by means of fellowship and co-operation, and to increase the efficiency of education as a public service.

UNIVERSITY THEATER AND DRAMATIC WORK SHOP

Participation in the various functions within the University Theater and Dramatic Work Shop such as make-up, stage setting and acting, will give the student much useful experience. Students will find that through this activity fundamental and practical experience is gained in the field of drama. Only students who are seriously interested in dramatic preparations and presentations are asked to join this activity.

FRENCH CLUB

The French Club seeks to promote an interest in the study of the French language. The program of the year includes meetings to encourage the speaking of French and the singing of French songs. French speakers are invited to address the club. Groups of students attend French musicals and other outside activities.

GERMAN CLUB

The German Club promotes an interest in German culture, particularly the literature and language. Group activities include singing of folk songs, short talks on German-speaking lands, German writers, composers, and artists. Slides, photographs, and film strips supplement the discussions. German meals, films, and plays are occasionally attended by the group.

PHI BETA CHI FRATERNITY

The Phi Beta Chi Fraternity is a national honorary fraternity organized to give recognition to high honor students in natural science; to stimulate the members to the attainment of high standards of excellence in their regular course work; and to acquaint its members with the unsolved problems of science and to cultivate an interest in investigation.

PHILOSOPHY CLUB

Students interested in the life-process and the critical evaluation of all knowledge will find the Philosophy Club meetings stimulating. Prominent philosophers are invited to give lectures on special topics so that students may become acquainted with the various functions and problems of philosophy.

Students majoring in this field will be able to round off their classroom studies, but this activity is not restricted to philosophy majors only. Problems discussed are of universal importance and, therefore, many meetings are open to all students and guests.

PSYCHOLOGY CLUB

Students majoring in psychology will find the Psychology Club meetings very informative. Guest speakers are invited to lecture on topics of outstanding interest and importance. Occasionally the club goes on field trips to clinics to study psychology in action.

This activity also plans to give various types of personality tests to help each member not only to know his own personality pattern but also to learn the processes of giving and correcting such tests. It is suggested that a student study at least the elementary courses in psychology in order to have a better understanding of the activity's normal function.

SCIENCE CLUB

The Science Club at Suffolk University was formed to give the student who is interested in all aspects of science a chance to develop his interests. Prominent speakers are invited to give lectures on special topics so that students may become acquainted with various aspects and problems of science. Field trips are planned and affiliation with the Boston Museum of Science has given the students a chance to work on exhibits. Students majoring in a science are able to round off their classroom studies. This activity, however, is not restricted to science majors, but is open to all students interested in things scientific.

SOCIOLOGY CLUB

Stimulating interest in Sociology by having eminent speakers appear at its meetings, and by having panels and debates, is the object of the Sociology Club.

SPANISH CLUB

The Spanish Club was organized to give the student a social approach in the cultivation of the Spanish language and culture. This activity invites personalities familiar with the Spanish language and culture to direct informal discussions. The use of Spanish is encouraged in order to give the student an opportunity to develop his use and understanding of the language. Students who are language majors or those who have a knowledge of Spanish will find the program of this activity interesting and helpful.

STUDENT COUNCIL

The Student Council is an organization of representatives chosen by the students according to the terms of a constitution duly drawn up and adopted by the student body. They serve with an appointed faculty committee in the consideration and the solution of problems presented to them by the administration and by the students. The Student Council has been most successful in its work of serving both the students and the administration in establishing and maintaining cooperation and good spirit.

SUFFOLK JOURNAL

The Suffolk Journal is the official publication of the students of Suffolk University, and has its own office in the building. Its policy is to promote and publicize all student activities and to record all school events. It is a medium for democratic expression by the students and serves as a practical laboratory for those in the department of Journalism. Those who work on the staff gain invaluable practical experience in newspaper writing and administration. News reporting, feature stories, re-writing, makeup and layout are some of the functions of this activity which help the student from a scholastic as well as a practical point of view.

VARSITY CLUB

Anyone who has earned his letter in a University-recognized sport such as Baseball, Basketball, Golf, and Tennis is eligible for membership in the Varsity Club. Social activities are included with all sports programs.

WOMEN'S ASSOCIATION OF SUFFOLK UNIVERSITY

The purpose of the WASU is to further the general interests of women students of the University and to foster friendship among the members of the society. The activities of this organization include sponsoring the annual contest in which Miss Suffolk University is chosen, and holding numerous parties and teas for co-eds during the year.

SCHOLARSHIPS, ASSISTANTSHIPS,
AND LOANS

Throughout the history of Suffolk University it has been the general policy to encourage and foster education for students of limited means. This has been made possible through bequests, grants, gifts, etc., from members of the Faculty, Trustees, Alumni, and friends of the college. From time to time grants are made which are limited in nature, but in general, scholarships are available for all worthy and needy students. The Registrar, the chairman of the scholarship committee, is in charge of the administration of scholarships and other aids and all inquiries should be directed to him.

Trustee Scholarships: Approximately thirty-five Trustee scholarships are available annually for incoming students. Recipients of these scholarships are recommended by the Headmasters or Principals of the schools selected each year from among the New England school systems. Information concerning these awards may be obtained from school Headmasters or Principals.

Assistantships: Each year a few Senior students are appointed as laboratory assistants in Accounting, Biology, Chemistry, Physics, Psychology and Science. The stipends for this type of service vary with the amount of time such laboratory assistants are asked to give.

Albert K. Sheldon Loan Fund: The members of the family of the late Mr. Albert K. Sheldon in 1955 established a loan fund. Students who have attended classes at the University for one or more semesters may apply either to the Dean or to the Bursar for limited amounts of aid from this fund.

Elizabeth Young Munce Loan Fund: In January, 1957, the Elizabeth Young Munce Loan Fund was established through gifts of students, faculty, staff, and others who desired to honor the wife of the President of the University, Robert J. Munce. Students may request assistance from this loan fund by applying to the Bursar. Loans from this fund are usually small and granted for short periods of time.

SUMMER SESSION

Two Summer Sessions, one of nine weeks and the other of six weeks for Teachers in Service, are planned to provide instruction at undergraduate and at graduate level for:

Students regularly enrolled in the University who wish to shorten the period of study for a degree.

Teachers in Service who want to strengthen their professional background.

Students who are entering the University for the first time and who do not want to wait until the beginning of the Fall Semester.

Students who need to reduce entrance conditions and those who desire to repeat courses failed during the regular sessions or to take substitute courses.

A student who attends Summer Session may earn a maximum of nine semester hours credit — or the equivalent of three-fifths of a semester's work.

The courses are taught by the regular members of the University Faculty, who repeat in the summer the courses they teach during the Fall and Spring semesters.

ALUMNI ASSOCIATION

The General Alumni Association of Suffolk University is an organization whose membership is made up of all degree holders and former students of Suffolk University. A complete file is maintained of all former students. This is supplemented as additional information concerning the current activities of the members is received. Through this organization there exists between the University and its alumni a close contact which is beneficial to both.

SECTION A
DAYTIME COURSES OF STUDY
Degrees and Requirements

LIBERAL ARTS

The degrees of Bachelor of Arts and Bachelor of Science are offered in the College of Liberal Arts. Major and minor requirements for these degrees may be completed in the following fields of study:

Biology	Pre-Dental
Chemistry	Pre-Legal*
Economics	Pre-Medical
Education	Psychology
English	Romance Languages
French	Science
Government	Sociology
History	Spanish
Philosophy	

* *See Six-year Combined College-Law Degree (p. 48).*

Every student in the College of Liberal Arts must select a field for concentrated study. He is expected to make his selection of a major interest prior to the beginning of his junior year, so that he will have sufficient time to meet all of the requirements without delaying his graduation. The student will find it decidedly to his advantage if he can make the choice of his major at the beginning of his Sophomore year.

At the same time a field of minor interest, contributory to the major, should be determined. The advisor for the major will assist the student in making his choice.

In general the requirements for a major are satisfied by the completion of thirty semester hours of course work in one department. Some departmental advisors may prescribe specific courses to be included in the thirty semester hour group.

Credits in a closely allied department may be counted as part of the major with the written consent of the head of the department. Not more than 16 semester courses may be taken in any one department. Certain introductory courses are not to be counted as a major requirement. The student should consult the course statement in the departmental description of the courses.

The requirements for a minor in a department are satisfied by the completion of eighteen semester hours of course work in a department. Quite

frequently the advisor on major study acts also as the advisor on minor study, since he is aware of the appropriateness of contributory courses in other departments.

The specific requirements for the major and for the minor in each department are listed under the department heading in the section of the catalogue on courses of instruction.

To qualify in foreign language for the A.B. degree the student should fulfill one of three alternatives:

1. Earn 12 semester hours of college credit in one foreign language.
2. Complete the final semester of an "Intermediate" foreign language course (e.g. French 2.2) with a minimum grade of C, after having been enrolled at the second year level because of the results of a placement test.
3. Pass a special advanced reading examination.

All candidates for the B.S. degree are required to complete at least six semester hours of college mathematics (usually College Algebra and Trigonometry).

All candidates for either the A.B. or the B.S. degree are required to complete six semester hours of History of English Literature or of History of American Literature — usually taken during the Sophomore year.

SUMMARY OF A.B. OR B.S. DEGREE REQUIREMENTS

	A.B.	B.S.
Required Freshman Courses	24	24
Science	8	8
English 2.5-2.6 or 2.7-2.8	6	6
Major Courses (Minimum)	30	30
Minor Courses (Minimum)	18	18
*Foreign Language	12	—
Mathematics	—	6
Electives	22	28
Total	120	120

*The faculty of the modern language departments may be called on to administer achievement tests in French, German, or Spanish to determine the appropriate level at which the student should begin language study at the University. These achievement tests are designed to benefit the student and are in no way to be interpreted as a penalty.

Freshman Year¹

Freshmen candidates for the degree of A.B. or B.S. are normally expected to include the Humanities, English Composition, the History of Western Europe, and Social Studies in their programs. Freshman candidates for the degree of A.B. must also include one of the foreign language courses in their schedules. Freshman candidates for the B.S. degree must include Mathematics.

<i>Courses²</i>	<i>Semester Hours</i>
English 1.1-1.2	6
History 1.1-1.2	6
Humanities 1.1-1.2	6
Foreign Language (A.B. Candidates) }	6
Mathematics (B.S. Candidates) }	
Biol. or Chem. 1.1-1.2 (Science Majors) ³ }	8-6
Social Studies 1.1-1.2 (All other Majors) }	
Physical Education	—

Sophomore Year

<i>Courses</i>	<i>Semester Hours</i>
One Major Course	6
One Minor Course	6
English 2.5-2.6 or 2.7-2.8	6
Language (A.B. Candidates) ⁴ }	6-10
Science (B.S. Candidates) ⁵ }	
Elective Course	6

¹All students in their Freshman year are required to take 2 semesters of Physical Education, unless they are veterans or unless they are excused by the Director of Student Health.

²The numbering of the courses is to be interpreted as follows: The whole number indicates the year of the subject. An odd decimal indicates first semester. An even decimal indicates second semester.

³A combined major in the science departments, which meets the requirement for graduation, may be obtained.

⁴The student must complete 12 semester hours in the same language with a minimum grade of C, or establish equivalent reading knowledge by examination.

⁵If B.S. degree is chosen, the student must complete eight or ten semester hours of a laboratory science in the Sophomore year if his major is in a department other than science.

DAYTIME COURSES

35

Junior Year

<i>Courses^a</i>	<i>Semester Hours</i>
Science 1.1-1.2 (A.B. Candidates) } Electives (B.S. Candidates) }	6-10
Choose courses in major and minor fields so as to complete 18 semester hours in major and 12 semester hours in minor by end of junior year.	24
Complete program with electives.	

Senior Year

<i>Courses</i>	<i>Semester Hours</i>
Choose courses in major and minor fields so as to complete 30 semester hours and other department requirements in major and 18 semester hours in minor by end of senior year.	30
Choose electives for balance of 30 hours.	

CURRICULA IN EDUCATION

The curricula for teacher training, at various levels, are planned to enable students in this program to meet the requirements for certification for teaching in the Commonwealth of Massachusetts. The curricula are constructed according to what is considered to be desirable preparation for teaching positions. They go beyond the minimum requirements of the State Department of Education.

Those wishing to teach in states other than Massachusetts should write directly to the Education Department of that state for a list of the requirements. The Education Department of the College will assist the student in interpreting the requirements.

Elementary School Teaching (Grades 1-6)

This plan is a special variation of the regular liberal arts college course. It may lead to either a B.S. or an A.B. degree, both degrees with the major in elementary education and with a special background minor in the social sciences. The best way to follow this program is to complete, year by year, the requirements as indicated in this table. (*A student who wishes to obtain an A.B. degree* instead of a B.S. degree will begin a foreign language in the Freshman year in place of Science or Social Studies 1.1-1.2 which can then be taken in the Junior year.)

<i>Freshman</i>	<i>Sem. Hrs.</i>	<i>Sophomore</i>	<i>Sem. Hrs.</i>
English 1.1-1.2	6	English 2.7-2.8	6
History 1.1-1.2	6	History 2.3-2.4	6
Humanities 1.1-1.2	6	Education 2.1 and 3.5	6
Social Studies 1.1-1.2***	6	Minor courses**	6
Biology 1.1-1.2 or		Speech***	3
Science 1.1-1.2	8	Elective (non-education)***	3
<i>Junior</i>	<i>Sem. Hrs.</i>	<i>Senior</i>	<i>Sem. Hrs.</i>
Education 4.15-4.25	6	Education 4.20	3
Special Elementary Methods	6	Special Elementary Methods	6
Minor courses**	6	Education 2.2	3
English 2.5-2.6	6	Minor courses**	6*
Electives (non-education)	6	Electives (non-education)	6*
		Electives (free)	6

* To be taken in the semester during which student teaching (Education 4.20) is not in progress.

** Minor courses from which the special minor for elementary teachers may be chosen:

Sociology	3 Sem. Hrs.
Government	3 Sem. Hrs.
Economics	3 Sem. Hrs.
Psychology	3 Sem. Hrs.

plus 6 additional semester hours in any one or two of these areas.

*** Foreign language should be elected here by candidates for the A.B. degree.

Secondary School (Junior-Senior High) Teaching
(except in business education)

This plan will lead either to an A.B. or to a B.S. degree with the major in a teaching field and with two minors — one in professional education and one in a second teaching field. The A.B. degree is recommended for most high school teachers. The best way to follow this program is to complete, year by year, the requirements as indicated in this table. (To be a teacher of high school science, a student will take a special selection of Freshman courses and will act on advice given by the science department in upper class years.)

All liberal art majors except science: Science majors:

<i>Freshman</i>	<i>Sem. Hrs.</i>	<i>Freshman</i>	<i>Sem. Hrs.</i>
English 1.1-1.2	6	English 1.1-1.2	6
History 1.1-1.2	6	History 1.1-1.2	6
Humanities 1.1-1.2	6	Chemistry 1.1-1.2	8
Social Studies 1.1-1.2	6	Mathematics 1.3-1.4	6
Foreign Language 1.1-1.2	6	{ Biology 1.1-1.2 (Biol. majors)	8
		{ Social Studies 1.1-1.2	or
		(Chem. majors)	6
<i>Sophomore</i>	<i>Sem. Hrs.</i>	<i>Sophomore</i>	<i>Sem. Hrs.</i>
English 2.5-2.6 or 2.7-2.8	6	English 2.5-2.6 or 2.7-2.8	6
Foreign Language 2.1-2.2	6	Humanities 1.1-1.2	6
Major (Teaching subject)	12	Chemistry 2.1	4
Minor (Teaching subject)	6	Biology teachers only:	
		Biology 2.1	4
		Social Studies 1.1-1.2	6
		Elective	3
		Chemistry teachers only:	
		Chemistry 2.2	4
		Electives	9
<i>Junior</i>	<i>Sem. Hrs.</i>	<i>Junior</i>	<i>Sem. Hrs.</i>
Biology 1.1-1.2 or Science 1.1-1.2	8	Major courses (Biol. or Chem.)	16
Major (teaching subject)	12	Physics 1.1-1.2	8
Minor (teaching subject)	6	Education 2.1-3.1	6
Education 2.1-3.1	6		

<i>Senior</i>	<i>Sem. Hrs.</i>	<i>Senior</i>	<i>Sem. Hrs.</i>
Major (teaching subject)*	6	Major or elective course	4-3
Minor (teaching subject)*	6	Education 4.16-4.26	6
Education 4.16-4.26	6	Education 4.21	3
Education 4.21	3	Education 2.2	3
Education 2.2	3	Electives (science, humanities, or social studies) to make final total of 120 sem. hrs.	
Electives (non-education)	6		

* Senior year to be so planned that one semester will be devoted to 12 semester hours in "Teaching Subjects," (or "Teaching Subject") and electives in case of a science (major) plus one other (education) course; the other semester should be devoted to student teaching, other professional training in education, and any electives needed or desired for graduation credit.

Secondary School (Junior-Senior High) Teaching in Social Studies

This is a plan for those students who wish to prepare themselves to teach the social studies on the secondary level. The student should select the courses listed in this table. The plan leads to an A.B. with a specialized major in Social Studies and a minor in Education.*

<i>Freshman</i>	<i>Sem. Hrs.</i>	<i>Sophomore</i>	<i>Sem. Hrs.</i>
English 1.1-1.2	6	English 2.5-2.6 or 2.7-2.8	6
History 1.1-1.2	6	Foreign Language 2.1-2.2	6
Humanities 1.1-1.2	6	History 2.3-2.4	6
Social Studies 1.1-1.2	6	Psychology 1.1-1.2	6
Foreign Language 1.1-1.2	6	Government 1.1-1.2	6
<i>Junior</i>	<i>Sem. Hrs.</i>	<i>Senior</i>	<i>Sem. Hrs.</i>
Biology 1.1-1.2 or Science 1.1-1.2	8	History Elective**	6
Education 2.1-2.2	6	Economics 1.1-1.2	6
History 2.6-4.9	6	Education 4.16-4.26	6
History 2.7-2.8	6	Education 4.21	3
Sociology 1.1-1.2	6	Education Psychology	
		Elective	3
		Electives	4-6

* The specialized major in Social Studies is open only to students planning a career in secondary school teaching.

** The History Department recommends History 3.7-3.8. The student may, however, select other courses in the Department to fulfill these electives.

Secondary (High) School Teaching in General Business subjects

The best way to prepare to teach general business subjects in high school is to complete, year by year, the requirements as indicated in this table. The degree is B.S. in B.A., the major is Business Administration, and the minor is Education.

DAYTIME COURSES

39

<i>Freshman</i>	<i>Sem. Hrs.</i>	<i>Sophomore</i>	<i>Sem. Hrs.</i>
Accounting 1.1-1.2	8	Business	
English 1.1-1.2	6	Administration 2.1-2.2	6
History 1.1-1.2	6	Economics 1.1-1.2	6
Business Administration 1.1	3	English 2.1-2.2	6
Psychology 3.6	3	Management 2.1	3
Choice of one:		Marketing 2.1	3
Foreign Language 1.1-1.2 or 2.1-2.2		Electives	6
Biology 1.1-1.2			
Chemistry 1.3-1.4			
Physics 1.1-1.2			
Government 1.1-1.2			
Humanities 1.1-1.2			
Social Studies 1.1-1.2	6-8		
<i>Junior</i>	<i>Sem. Hrs.</i>	<i>* Senior</i>	<i>Sem. Hrs.</i>
Education 2.1-3.1	6	Business course electives	6
Business Administration 3.1	3	Education 4.16-4.26	6
Economics 2.2	3	Education 4.21	3
Marketing 3.1-3.2	6	Education 2.2	3
Government 4.1-4.2	6	Electives (free)	10
Electives (free)	6		

* Senior year to be so planned that one semester will be devoted to 12 semester hours in teaching subjects (Business courses) and electives plus one education course, and that the other semester will be devoted to student teaching and other professional training in education.

TEACHER CERTIFICATION IN MASSACHUSETTS

GENERAL REQUIREMENTS

To be eligible for a certificate an applicant should present:

1. Evidence of American citizenship.
2. Evidence of good health.
3. Evidence of sound moral character.
4. Evidence that the applicant possesses a bachelor's degree.

SPECIAL REQUIREMENTS

Elementary School Certificate

Eighteen semester hours are required in education courses which includes not less than 2 semester hours (120 clock hours) in supervised student teaching in elementary grades. The remaining semester hours shall include courses from two or more of the following areas:

- Educational Psychology, including Child Growth and Development
- Philosophy of Education
- Methods and Materials in Elementary Education
- Curriculum Development in Elementary Education

Secondary School Certificate

Twelve semester hours are required in education courses which include not less than two semester hours (120 clock hours) in supervised student teaching in secondary schools. The remaining semester hours shall include courses in two or more of the following areas:

- Educational Psychology, including Adolescent Growth and Development
- Philosophy of Education
- Methods and Materials in Secondary Education
- Curriculum Development in Secondary Education

At least eighteen semester hours of course work in the major subject field and nine semester hours in a minor subject field is also required. These majors and minors may be obtained in science, English, social studies, foreign languages, history, government and business administration.

Those working for certification in principalships, supervisory positions, guidance and special subjects teaching should arrange for an interview with the Education Department and the Dean of the College.

PRE-MEDICAL EDUCATION

The admission requirements for medical schools throughout the country are being liberalized, but the changes are not uniform, and the rates of change are not the same. The trend is toward less emphasis on science courses and more interest is being manifested in the humanities and social science subjects. Students are being encouraged to attain in college a broad cultural background as well as basic education in the sciences.

Nevertheless, nearly all medical colleges still require the inclusion of one year of general chemistry and one year of organic chemistry, one year of physics, one year of biology, one year of English composition, and one year of English literature in pre-medical preparation. Some medical schools also require a reading knowledge of French or German.

In the catalogues of some medical schools it is indicated that an applicant will be approved for admission after three years of college work. Since, however, the number of applicants far exceeds the number of students to be admitted, the pre-medical students with a bachelor's degree and promise of success as a doctor are selected. The personality appraisal is frequently made through the interview method.

The pre-medical requirement may be fulfilled by following a Biology-Chemistry major.

PRE-DENTAL EDUCATION

Most dental schools set as a minimum requirement for admission the inclusion of one year of general chemistry and one year of organic chemistry, one year of biology, one year of physics, and one year of English composition. It is recommended that the student also attain proficiency in those courses that give a broad cultural background.

While dental schools set sixty semester hours as the minimum quantity requirement, the crowded condition of the professional schools allows them to be more selective in their admissions; consequently, students with three complete years of college work or with bachelor's degrees are generally given preference. The applicant may be required to present himself for an interview before his admission status is determined.

A major in Biology-Chemistry satisfies the admission requirements for dental schools from the point of view of course work.

SCIENCE CURRICULA

Chemistry

Students whose interest and aptitudes lead them to specialize in Chemistry may choose their courses according to this plan recommended by the Chemistry Department (Chemistry major with Mathematics-Physics minor).

<i>Freshman Year</i>	<i>Sem. Hrs.</i>	<i>Sophomore Year</i>	<i>Sem. Hrs.</i>
English 1.1-1.2	6	English 2-5-2.6 or 2.7-2.8	6
Chemistry 1.1-1.2	8-10	Chemistry 2.1-2.2	8-10
Mathematics 1.3-1.4	6	German or French 1.1-1.2	6
Biology 1.1-1.2	8	Physics 1.1-1.2	8
History 1.1-1.2	6	Social Studies 1.1-1.2 or *elective	6
<i>Junior Year</i>	<i>Sem. Hrs.</i>	<i>Senior Year</i>	<i>Sem. Hrs.</i>
Chemistry 3.1-3.2	8	Chemistry 4.1-4.2	8-10
German or French 2.1-2.2	6	Chemistry 5 (Advanced chemistry elective)	3-9
Humanities 1.1-1.2	6	*Courses to complete degree requirements	
Mathematics 3.1-3.2	6		
*Elective (Economics)	3-6		

* Recommended electives are English 2.1 and 2.3, Economics 1.1-1.2, History 2.3-2.4, Government 1.1, Psychology 1.1-1.2, Philosophy 1.1 or 1.3.

Biology

Such plans as those below are recommended to students who desire a Biology major, or a Biology-Chemistry major, as well as to students who desire pre-medical, pre-dental, or pre-veterinary education. Consult the statement of major and minor requirements at the head of each department's list of courses of instruction and plan your course with a faculty advisor.

SUFFOLK UNIVERSITY

Freshman Year

	<i>Sem. Hrs.</i>
Biology 1.1-1.2	8
English 1.1-1.2	6
History 1.1-1.2	6
Chemistry 1.1-1.2	8
Mathematics 1.3-1.4	6

Sophomore Year

<i>Biology</i>	<i>Sem. Hrs.</i>	<i>** Biology-Chemistry</i>	<i>Sem. Hrs.</i>
Biology 2.1 and 3.1	8	Biology 2.1	4
English 2.5-2.6 or 2.7-2.8	6	Chemistry 2.1	4
Foreign Language 1.1-1.2	6	Biology or Chemistry	4
Chemistry 2.1	4	English 2.5-2.6 or 2.7-2.8	6
*Social Studies 1.1-1.2	6	Foreign Language 1.1-1.2	6
Elective or minor	0-3	*Social Studies 1.1-1.2	6
		Elective or minor	0-3

Junior Year

<i>Biology</i>	<i>Sem. Hrs.</i>	<i>Biology-Chemistry</i>	<i>Sem. Hrs.</i>
Biology 3.2-3.3	8	Biology major	4
Foreign Language 2.1-2.2	6	Foreign Language 2.1-2.2	6
Minor course	6	Minor course	6
*Humanities 1.1-1.2	6	*Humanities 1.1-1.2	6
Elective or minor	0-3	Elective or minor	6-8

Senior Year

<i>Biology</i>	<i>Sem. Hrs.</i>	<i>Biology-Chemistry</i>	<i>Sem. Hrs.</i>
Biology majors	8	*Physics 1.1-1.2	8
*Physics 1.1-1.2	8	Minor courses and	
Minor courses and		electives to complete	
electives to complete		degree requirements	
degree requirements			

* Physics, Humanities or Social Studies may be taken in any year after Freshman Year as may seem desirable or convenient.

** As it is noted elsewhere in this catalogue, most medical, dental and veterinary schools prescribe for admission only a minimum of basic work in the sciences and mathematics. Students are free to follow interests in History, Government, Economics, Philosophy, Literature, Psychology and Sociology in choosing majors and minors.

PRE-LEGAL EDUCATION

Students who have a satisfactory academic record are eligible for admission to Law School when they have received the bachelor's degree from an accredited college or university.

Suffolk University Law School will accept students from any of the College Departments when they have completed three academic years of satisfactory work, including those studies which are listed in the prescribed curricula for freshmen, sophomores, and juniors.

The faculty of the University's Law School stresses the importance of a thorough mastery of English — both written and spoken. Proficiency in economics, government, philosophy, and sociology is desirable. Specifically a good background in English History as well as American History is essential. If possible, a year course in elementary accounting would prove to be helpful to a prospective lawyer. The liberal arts course, outlined on pages 32-35, offers the prelegal student the most flexible plan through which he may attain skill and understanding of the fields recommended for admission to Law School.

While specific fields of study have been recommended, actually law school faculties carefully consider the quality of the work done in the classroom and are little concerned about the specific courses the student has to present. The faculties know that the study of law requires a close, critical, and sustained effort on the part of the student, and it is these qualities in an applicant which they hope to find.

PRE-OPTOMETRY

Colleges of Optometry, like other professional schools, base their admission standards on the academic records of their applicants. Preference of course is given to applicants who present college records showing a high degree of proficiency in their classroom work.

A successful applicant must have at least thirty semester hours of acceptable credits from an accredited college of liberal arts and sciences. These thirty semester hours of college work must include English Composition and Rhetoric, College Algebra, and Plane Trigonometry, General Biology, General Inorganic Chemistry plus one course from the following group: History of Western Europe, Social Studies, or American Government.

Good cultural development is also looked for by the Admission Committee of Colleges of Optometry, in order to assure that their graduates will be a credit to their profession.

CURRICULUM IN PRE-OPTOMETRY

Freshmen

English 1.1-1.2

Mathematics 1.3-1.4

Biology 1.1-1.2

Chemistry 1.1-1.2

Plus *one* of these:

History 1.1-1.2

Social Studies 1.1-1.2

Government 1.1-1.2

OTHER PRE-PROFESSIONAL CURRICULA

There are professional schools other than Law, Medicine, Dentistry, and Veterinary Medicine. Some of these are for Nursing Supervision, Laboratory Direction, and Social Work.

With the exception of one or two highly specialized courses — which can be taken under special arrangements — Suffolk University can readily prepare students for admission to these professional schools.

Persons interested in preparing for admission to any professional school should consult with the Registrar of this University and learn of any specific requirements imposed by the professional school of their choice. Then these particular required courses may be included in the students' schedules.

JOURNALISM

The degree of Bachelor of Science in Journalism will be recommended for a student upon the completion of 120 semester hours of college credit, or its equivalent, in courses listed in the curriculum below.

So that the student will be capable of judging values soundly and will be equipped to give substance to his journalistic work, he is required to devote his student efforts mainly to the Liberal Arts subjects of economics, government, history, philosophy, psychology, science, sociology, and speech. Proficiency in written English will be gained from courses in composition and vocabulary building. The student is made aware of various writing styles by a thorough study of literature.

A sufficient number of professional journalism courses is included in this degree program to hasten the development of the basic skills and techniques of those who go directly into any of the fields of journalism.

CURRICULUM IN JOURNALISM

<i>Freshman Year</i>		<i>Sophomore Year</i>	
English 1.1-1.2	6	Journalism	6
History 1.1-1.2	6	English 2.7-2.8	6
Humanities 1.1-1.2	6	History 2.3-2.4	6
Science 1.1-1.2	8	Philosophy	6
Government 1.1-1.2	6	Psychology 1.1-1.2	6
	<hr/> 32		<hr/> 30
<i>Junior Year</i>		<i>Senior Year</i>	
Journalism	6	Journalism	6
English 2.5-2.6	6	English (writing)	3
Sociology	6	English (Poetry or Drama)	3
Government	3	Economics	6
Electives*	6	English 2.3	3
Speech	3	Electives*	9
	<hr/> 30		<hr/> 30

*Electives for Juniors and Seniors should be selected from courses in the departments of English, Economics, Government, Education, Psychology, Philosophy or Sociology.

BUSINESS ADMINISTRATION

A student will normally be recommended for the degree of Bachelor of Science in Business Administration upon completion of 120 semester hours of course work in accordance with one of the plans for a major outlined below.

The Department of Business Administration offers to the student the choice of three Majors:

ACCOUNTING

MANAGEMENT

MARKETING

Accounting Major: Students who wish to major in Accounting may do so by the completion of thirty semester hours of course work from the list of courses below. Accounting Majors will not be permitted to count Elementary Accounting toward the completion of the major requirement. Courses offered for Accounting Major credit are:

Intermediate Accounting Problems	Acct. 2.1-2.2	6 credits
Administrative Accounting	Acct. 2.6	3 credits
Cost Accounting	Acct. 3.1-3.2	6 credits
Advanced Accounting Problems	Acct. 3.3-3.4	6 credits
Auditing	Acct. 4.1-4.2	6 credits
Analysis of Financial Statements	Acct. 4.3	3 credits
Certified Public Accounting Problems	Acct. 4.4	3 credits
Federal and State Taxation	Acct. 4.5-4.6	6 credits
Municipal and Governmental Accounting	Acct. 4.7	3 credits
System Building	Acct. 4.8	3 credits

Management Major: The major in Management may be attained by the completion of thirty semester hours of course work from the following:

Principles of Management (Required)	Mgt. 2.1	3 credits
Cost Accounting (Required)	Acct. 3.1-3.2	6 credits
Administrative Accounting (Required)	Acct. 2.6	3 credits
Personnel Administration	Mgt. 3.1	3 credits
Sales Management	Mgt. 3.2	3 credits
Industrial Management	Mgt. 4.1	3 credits
Transportation	Mgt. 4.2	3 credits
Retail Store Organization and Management	Mkt. 4.1	3 credits
Motion and Time Study	Mgt. 4.3	3 credits
Credits and Collections	Mkt. 4.3	3 credits
General Insurance	Bus. Adm. 3.5	3 credits
Principles of Investments	Bus. Adm. 3.6	3 credits
Organization and Operation of Small Business	Mgt. 4.4	3 credits
Real Estate	Bus. Adm. 3.7	3 credits

Marketing Major: The major in Marketing may be attained by the completion of thirty semester hours of course work from the following:

Principles of Marketing (Required)	Mkt. 2.1	3 credits
Principles of Salesmanship	Mkt. 3.1	3 credits
Principles of Advertising	Mkt. 3.2	3 credits
Wholesaling	Mkt. 3.5	3 credits
Retailing	Mkt. 3.6	3 credits
Retail Store Organization and Management	Mkt. 4.1	3 credits
Credits and Collections	Mkt. 4.3	3 credits
Sales and Market Research	Mkt. 4.4	3 credits
Sales Management	Mgt. 3.2	3 credits
General Insurance	Bus. Adm. 3.5	3 credits
Principles of Investments	Bus. Adm. 3.6	3 credits
Organization and Operation of Small Business	Mgt. 4.4	3 credits
Real Estate	Bus. Adm. 3.7	3 credits

Business Administration Background Requirements: All candidates for the degree of Bachelor of Science in Business Administration will have a broad general background in Business Administration composed of the following:

Introduction to Business	Bus. Adm. 1.1	3 credits
Elementary Accounting	Acct. 1.1-1.2	8 credits
Law of Business	Bus. Adm. 2.1-2.2	6 credits
Principles of Economics	Econ. 1.1-1.2	6 credits
Introduction to Statistics	Econ. 2.2	3 credits
Finance	Bus. Adm. 3.1	3 credits
Business English	Eng. 2.2	3 credits
Government Regulation of Industry	Govt. 4.1-4.2	6 credits
Industrial and Business Psychology	Psych. 3.5 or 3.6	3 credits
Principles of Management		
for Accounting and Marketing Majors	Mgt. 2.1	3 credits
Principles of Marketing		
for Management Majors	Mkt. 2.1	3 credits

Minor Courses: While a formal minor is not required for a degree, any candidate for the degree of Bachelor of Science in Business Administration may also complete a minor of eighteen semester hours of course work by concentrating his free elective credits in one of the following fields: Accounting, Management, Marketing, Government, Psychology, Economics, or Education. Courses included under *Major* or *Business Administration Background Requirements* may not be counted toward a Minor.

It is recommended that the *Major and Business Administration Background Requirements* be met through the following sequences.

The courses listed under Freshman year are required of all B.S. in B.A. candidates.

Freshman Year

Acct. 1.1-1.2	8 credits	<i>Choice of one:</i>	
Eng. 1.1-1.2	6 credits	Science 1.1-1.2	
History 1.1-1.2	6 credits	Soc. Studies 1.1-1.2	6-8 credits
Physical Education	— credits	Govt. 1.1-1.2	
Bus. Adm. 1.1	3 credits	Hum. 1.1-1.2	
Mgt. 2.1 (for Mgmt. and Acct. majors) or Mkt. 2.1		Math. 1.3-1.4	
(for Mkt. major)	3 credits		

Sophomore Year

<i>Accounting</i>		<i>Management</i>		<i>Marketing</i>	
Acct. 2.1-2.2	6	Acct. 3.1-3.2	6	Marketing major	3
Bus. Adm. 2.1-2.2	6	Bus. Adm. 2.1-1.2	6	Mgmt. 2.1	3
Econ. 1.1-1.2	6	Econ. 1.1-1.2	6	Bus. Adm. 2.1-2.2	6
Eng. 2.1-2.2	6	Eng. 2.1-2.2	6	Econ. 1.1-1.2	6
*Elective	6	*Elective	6	Eng. 2.1-2.2	6
				*Elective	6

Junior Year

<i>Accounting</i>		<i>Management</i>		<i>Marketing</i>	
Acct. 3.1-3.2	6	Major Course Mgt.	12	Major Course Mkt.	12
Acct. 3.3-3.4	6	Bus. Adm. 3.1	3	Bus. Adm. 3.1	3
Bus. Adm. 3.1	3	Econ. 2.2	3	Econ. 2.2	3
Econ. 2.2	3	Mkt. 2.1	3	Free Elective	6
Free Elective	6	*Restricted Elec.	6	*Restricted Elective	6
*Restricted Elective	6	Elective	3		

Senior Year

<i>Accounting</i>		<i>Management</i>		<i>Marketing</i>	
Govt. 4.1-4.2	6	Govt. 4.1-4.2	6	Gov. 4.1-4.2	6
Psych. 1.1	3	Psych. 1.1	3	Psych. 1.1	3
Psych 3.5 or 3.6	3	Psych. 3.5 or 3.6	3	Psych 3.5 or 3.6	3
Major Course Acct.	12	Major Course Mgt.	9	Major Course Mkt.	12
Free Electives	4	Free Electives	7	Free Electives	4

*Choice of one: Hum. 1.1-1.2 (6), Science 1.1-1.2 (8), Soc. Stud. 1.1-1.2 (6), or Govt. 1.1-1.2 (6). In addition to Freshman year choice.

SIX YEAR COMBINED COLLEGE-LAW DEGREES

Professional Option

A student who has maintained a resident enrollment for three years, or its equivalent, at Suffolk University and has satisfied his major and minor requirements commensurate with the third year of study may, upon completion of the first year of full-time study in the Law School, be granted the Bachelor's degree in the College. The quality of the course work in the College Departments and in the Law School must be satisfactory in accordance with the prevailing standards of each school.

Upon satisfactory completion of the Law School curriculum, the Bachelor of Laws degree will be awarded by the Law School.

ASSOCIATE CERTIFICATES

The Associate in Arts or the Associate in Business Administration certificate will be granted to those students who have satisfactorily completed the first two years of the A.B. or B.S. curricula in the College departments as set forth in the catalogue *and who do not intend to continue their work toward the completion of their bachelor's degree in the College Departments of Suffolk University*. The candidate for this certificate must present his request in writing to the Registrar at the beginning of the semester during which he expects to qualify for it. At least one half of the credits toward the certificate must be earned at Suffolk University.

COURSES OF INSTRUCTION

ACCOUNTING

For major and minor refer to statement covering all requirements for a degree in Business Administration.

Accounting 1.1-1.2 — Elementary Accounting

2 terms — 8 semester hours

The basic fundamentals of accounting are defined, explained, and illustrated. Subjects covered include: basic accounting statements, development and operation of accounts, books of original entry, controlling accounts, work-sheets, and introduction to partnerships and corporations. A two hour period each week is spent in the accounting laboratory. No previous knowledge of bookkeeping required.

Accounting 2.1-2.2 — Intermediate Accounting Problems

2 terms — 6 semester hours

An intensive study is made of the accounting statements, including problems of form, content and valuation. Advanced problems with respect to corporations are covered in detail. Analysis of the Balance Sheet and Profit Statement are made. *Prerequisite: Acct. 1.2*

Accounting 2.6 — Administrative Accounting

1 term — 3 semester hours

Principles and methods of budgeting, estimating income, and operating budgetary control systems. Analysis of financial statements and determination of ratios. *Prerequisite: Acct. 3.2*

Accounting 3.1-3.2 — Cost Accounting

2 terms — 6 semester hours

Accounting in a manufacturing business for materials, labor, and manufacturing expenses. Job order, process and standard cost systems are studied. *Prerequisite: Acct. 1.2*

Accounting 3.3-3.4 — Advanced Accounting Problems

2 terms — 6 semester hours

Advanced problems having to do with partnerships, consignments, installment sales, insurance, statement of affairs, receiver's affairs, realization and liquidation report, branch accounting, parent and subsidiary accounting, consolidated balance sheet, surplus statement, profit and loss statement, estates and trusts, and public accounts. *Prerequisite: Acct. 2.2*

Accounting 4.1-4.2 — Auditing

2 terms — 6 semester hours

A study is made of auditing procedures from the inception of an audit to its completion. The preparation of working papers, financial statements and accompanying comments are studied in the light of modern practice. *Prerequisite: Acct. 3.4*

Accounting 4.3 — Analysis of Financial Statements

1 term — 3 semester hours

Analysis, interpretation, and form of financial statements. Comparative financial statements, trend percentages, standard ratios, working capital, profit and loss statement ratios, and balance sheet ratios are dealt with in detail. *Prerequisite: Acct. 3.4*

Accounting 4.4 — Certified Public Accounting Problems

1 term — 3 semester hours

Intensive review of Certified Public Accounting examination questions and problems. *Prerequisite: Acct. 3.4*

Accounting 4.5-4.6 — Federal and State Taxation

2 terms — 6 semester hours

The main emphasis of the course is upon the Federal and Massachusetts income tax laws and procedures. Practical situations and the preparation of tax returns are discussed and illustrated. The problems of individuals, partnerships, corporations, estates, and trusts are considered in detail. *Prerequisite: Acct. 2.2*

Accounting 4.7 — Municipal and Governmental Accounting

1 term — 3 semester hours

A presentation of the elementary principles of governmental accounting: classification of revenue and expenditure accounts, budgeting procedures, various types of funds, and financial reports. *Prerequisite: Acct. 1.2*

Accounting 4.8 — System Building

1 term — 3 semester hours

A study of the steps necessary in the preparation of an adequate accounting system for a business enterprise. *Prerequisite: Acct. 3.4*

BIOLOGY

The major requirements in the Department of Biology are satisfied on the completion of thirty semester hours of course work in the department.

In addition to the thirty semester hours of biological subjects, the major must also complete two semesters of College Physics, two semesters of Inorganic Chemistry and one semester of Organic Chemistry.

It is strongly recommended that the student acquire a reading knowledge of modern foreign languages, preferably French and German.

The minor requirements in the Department of Biology are satisfied on the completion of eighteen semester hours of course work in the department.

Biology 1.1 — General Biology (Botany)

1 term — 4 semester hours

The general principles of biology. The morphology, physiology, reproductive behavior, and evolutionary relations of the main types of plants. Lectures and laboratory.

Biology 1.2 — General Biology (Zoology)

1 term — 4 semester hours

A comprehensive survey of the animal kingdom. The morphology, physiology, reproductive behavior, and evolution of the main types of animals. Emphasis is placed on the physical nature and function of man. Lectures and laboratory. *Prerequisite: Biology 1.1*

Biology 2.1 — Comparative Anatomy of Vertebrates

1 term — 4 semester hours

The morphology and phylogeny of vertebrates showing the relations between the organs and systems of the different classes of animals with backbones. Lectures and laboratory. *Prerequisite: Biology 1.2*

Biology 2.2 — Comparative Histology 1 term — 4 semester hours

The microscopic anatomy of the fundamental tissues and organs of the animal body. Theory and practice in preparing material for histological analysis. Lectures and laboratory. *Prerequisite: Biology 1.2*

Biology 2.3 — Mammalian Anatomy 1 term — 4 semester hours

A detailed study of the gross structure of the organs and systems of a typical mammal with particular reference to the relation of structure to function. Lectures and laboratory. *Prerequisite: Biology 2.1*

Biology 2.5 — The Non-Vascular Plants

1 term — 4 semester hours

The structure, function, life-history, and economic importance of the algae, fungi, and mosses. Lectures and laboratory. *Prerequisite: Biology 1.1*

Biology 2.6 — The Vascular Plants 1 term — 4 semester hours

The structure, function, life-history, and economic importance of the ferns, gymnosperms, and angiosperms. The development of conducting tissue and the seed habit from the primitive tracheophytes through the flowering plants. Lectures and laboratory. *Prerequisite: Biology 1.1*

Biology 3.1 — Embryology 1 term — 4 semester hours

The development of the organs and systems of vertebrates. The contribution of experimental embryology toward the explanation of developmental physiology. Lectures and laboratory. *Prerequisite: Biology 1.2*

Biology 3.2 — Comparative Physiology

1 term — 4 semester hours

The chemistry and physics of protoplasm. General metabolism and energy exchanges. Muscle and nerve function. Lectures and demonstrations. *Prerequisite: Biology 1.2 and Chemistry 2.1.* Given in alternate years with Biology 2.1

Biology 3.3 — Comparative Physiology (cont.)

1 term — 4 semester hours

The physiology of digestion, excretion, circulation, endocrine secretion, and sense organs of the vertebrates. Lectures and demonstrations. *Prerequisite: Biology 3.2.* Given in alternate years with Biology 3.1

Biology 3.5 — History of Biology 1 term — 3 semester hours

The course will deal with the origin and development of the philosophical and scientific thoughts that have given rise to the various fields of biology. The emphasis is placed upon the biologists that have advanced the field of biology.

Biology 3.6 — Plant Physiology 1 term — 4 semester hours

The physical and chemical aspects of the life processes of plants. The biochemistry of the lower plants with reference to the basic properties of protoplasm. Lectures and laboratory. *Prerequisites: Biology 2.5 and Chemistry 2.1*

Biology 3.8 — Microscopic Technique 1 term — 2 semester hours

The course will cover the theory and applied essentials of micro-technique. Included will be the preservation and sectioning of tissues, and the preparation and staining of microscopic slides by the traditional methods. Treatment will be given to special techniques.

Biology 4.1 — Endocrinology 1 term — 3 semester hours

The structure, function, and interrelations of the ductless glands. *Prerequisite: Biology 1.2 recommended.* Given in alternate years with Biol. 4.3.

Biology 4.2 — Reading in Biology 1 term — 3 semester hours

A seminar type course in which students will be assigned readings in the current and classical literature of Biology. A report of the reading will be delivered before the class, and followed by a general discussion period. The course may be repeated for additional credit. *Prerequisite: 12 semester hours in Biology.*

Biology 4.3 — Genetics 1 terms — 3 semester hours

The theories and principles of heredity and variation. *Prerequisite: Biology 1.2.* Given in alternate years with Biol. 4.1,

Biology 4.4 — Introduction to Marine Biology

1 semester — 4 semester hours

A comprehensive survey of oceanic life. Consideration of the marine environment from the ecological point of view with addition to its economic importance. This course provides an open door to the rapidly growing, uncrowded and ever interesting frontier of marine fish and wild life service.

Biology 4.5 — General Bacteriology 1 term — 4 semester hours

A study of microorganisms including non-pathogenic bacteria, yeasts and molds. The preparation of various media, methods of sterilization,

staining and the preparing of pure cultures are handled in detail. The metabolism of microorganisms and the immunological resistance the body creates to invasion are considerations of the course. Techniques of handling, observing and working with non-pathogenic bacteria are covered in the laboratory. The course introduces some microbiology of foods.

Biology 4.6 — Pathogenic Bacteriology

1 term — 4 semester hours

This course constitutes an advanced study of microorganisms that exist in water, sewage, air and milk. It includes a consideration of standards, plate counts and physiological tests for water and milk. The emphasis is placed on the pathogens. Laboratory instruction is designed to teach the necessary precautions to be observed in the handling of the pathogens.

Biology 5 — Studies in Biology

Members of the Department will hold conference hours with students who are candidates for Honors and will direct their reading in areas of biological research which may be of special interest to them.

BUSINESS ADMINISTRATION

Business Administration 1.1 — Introduction to Business

1 term — 3 semester hours

The first course in business. A general survey of the whole field of business through which the student chooses his major field of concentration.

Business Administration 2.1 — Business Law

1 term — 3 semester hours

Introduction to Business Law: Nature and sources of law, courts and court procedure, crimes and torts; Contracts; Agency; Labor relations; Insurance; and Bankruptcy.

Business Administration 2.2 — Business Law

1 term — 3 semester hours

Partnerships; Corporations; Property; Sales; and Negotiable Instruments. *Prerequisite: Bus. Adm. 2.1*

Business Administration 3.1 — Finance

1 term — 3 semester hours

A study of the functions of business finance. Representative topics include: forms of business organization; acquiring and administering funds of business firms; types of instruments of corporate finance; stock exchanges, investment bankers and their regulation; problems of expansion, reorganization and liquidation of business enterprises.

Business Administration 3.5 — General Insurance

1 term — 3 semester hours

Discusses the theory, practice, and problems of risk-bearing in business. Life, property, and casualty insurance, and corporate suretyship are considered. Designed for those who wish a general knowledge of insurance for practical assistance in their business problems.

Business Administration 3.6 — Principles of Investments

1 term — 3 semester hours

The proper investment of funds by individuals, institutions, and investment bankers. Subjects covered include the analysis of types of investments, the mechanics of investing as well as the means by which future security market trends are forecast. *Prerequisite: Bus. Adm. 3.1*

Business Administration 3.7 — Real Estate

1 term — 3 semester hours

An examination of principles and practices of land economics involved in ownership, property management and transfer of real estate together with appropriate legal processes and instruments peculiar to real estate business. Also, methods of appraisal of property will be studied.

Business Administration 4.4 — Legal Aspects of Business

1 term — 3 semester hours

Review course designed primarily for students contemplating taking the Certified Public Accounting examinations. Open to others with the permission of the instructor. *Prerequisite: Bus. Adm. 2.1-2.2*

Business Administration 5 — Studies in Business Administration

The purpose of this course is to provide an opportunity for the students to apply the principles derived from their respective courses in the study of individual business situations they may choose. Permission of faculty advisor is required.

CHEMISTRY

The requirements for a major program in the Department of Chemistry may be fulfilled by successfully completing the following courses: General Inorganic Chemistry, Organic Chemistry, Analytical Chemistry, and Physical Chemistry. Other requirements are: Mathematics through Integral Calculus and General College Physics.

A minor in chemistry may be satisfied by completing courses in General Inorganic Chemistry and Organic Chemistry. Analytical Chemistry may be substituted for Organic Chemistry.

Chemistry 1.1-1.2 — General Inorganic Chemistry

2 terms — 8-10 semester hours

(For students majoring in Science.)

Chemical principles appropriate for beginning college chemistry. Descriptive and applied chemistry suitable for illustrating the principles. Three hours of lecture and three hours of laboratory per week. For chemistry majors, three hours of lecture and six hours of laboratory per week giving a total of ten semester hours of credit are recommended.

Chemistry 1.3-1.4 — General Inorganic Chemistry

2 terms — 8-10 semester hours

(For students who are not majoring in a science but elect or need science credits.)

An introduction to chemistry which stresses principles, applications, and descriptions but does not include the mathematics of chemistry which is required in the course, Chemistry 1.1-1.2. Three hours of lecture and three hours (six may be elected) of laboratory per week.

Credits earned in this course cannot be used for any science requirement for students majoring in a science.

Chemistry 2.1-2.2 — Organic Chemistry

2 terms — 8-10 semester hours

The preparation, properties, structure and uses of aliphatic and aromatic compounds. A course for pre-dental, pre-medical and other students of natural science. The first semester of this course satisfies the requirement of students who need only four or five semester hours in organic chemistry. Three hours of lecture and three hours of laboratory per week. For chemistry majors, three hours of lecture and six hours of laboratory per week giving a total of ten semester hours of credit are recommended. *Prerequisite: Chemistry 1.2.*

Chemistry 3.1 — Analytical Chemistry (Qualitative Analysis and Introductory Quantitative Analysis)

1 term — 4 semester hours

The lectures cover the principles of analytical chemistry appropriate for the first course in this field. The laboratory work applies principles and develops technique. Two hours of lecture and six hours of laboratory per week. *Prerequisite: Chemistry 1.2. Mathematics 1.3 is desirable.*

Chemistry 3.2 — Analytical Chemistry (Quantitative Analysis)

1 term — 4 semester hours

A continuation of Chemistry 3.1. The quantitative determinations of substances by gravimetric and volumetric procedures. Two hours of lecture and six hours of laboratory per week. *Prerequisite: Chemistry 3.1. Mathematics 1.3 is desirable.*

Chemistry 4.1-4.2 — Physical Chemistry

2 terms — 8-10 semester hours

The principles of physical chemistry, adequate in quantity and content to prepare students for the chemical profession and for graduate work. Three hours of lecture and three or six hours of laboratory per week. Ten semester hours are awarded when six hours of laboratory work are performed each week. *Prerequisites: Chemistry 2.2 and 3.2; Mathematics 3.2 and Physics 1.2*

Chemistry 5 — Studies in Chemistry

Members of the Department will hold conference hours with students, and will direct their readings in areas of chemistry which may be of special interest to them.

ECONOMICS

Major requirements in the Department of Economics are satisfied by the completion of thirty semester hours of course work in the department, which must be distributed throughout the six groups which follow: Economic Theory, Economic Institutions, Monetary Theory, Labor Economics, Government and Industry, and International Economics.

Minor requirements in the department are satisfied by the completion of eighteen semester hours of course work in the department.

Economics 1.1-1.2 — Principles of Economics

2 terms — 6 semester hours

This course is designed to provide the basic tools of economic analysis and to acquaint the student with the structure of contemporary economic society and the processes of production, distribution, and consumption. The basic principles are applied to simple problems in the fields of business management, money and banking, public finance, labor and international trade. *Econ. 1.1 prerequisite to Econ. 1.2*

Economics 2.2 — Introduction to Statistics

1 term — 3 semester hours

A survey of statistical material and techniques, with special reference to economic and business data. Attention is given to methods of collecting, tabulating, charting, and analyzing statistical data; frequency distribution, elementary probability, and simple correlation are covered. *Required for all Majors and Minors in Economics.*

Economics 2.3 — Economic History of Europe since 1750

1 term — 3 semester hours

This course traces the evolution of the major economic and political institutions of Europe as related to population, technology, and resources. Particular attention is given to the historical development of modern business organization and policy, financial institutions, techniques of production, transport, expansion of commerce, the labor movement, and the role of the state in national and international economic affairs.

Economics 2.4 — Economic History of the United States

1 term — 3 semester hours

Treatments of economic history of the United States as outlined under Economics 2.3

Economics 3.1-3.2 — History of Economic Thought

2 terms — 6 semester hours

Development of economic thought with particular emphasis on the contributions of classical and neo-classical economists to modern economic theory; contemporary economic ideology. *Econ. 3.1 is a prerequisite for Econ. 3.2*

Economics 3.3 — Money and Banking 1 term — 3 semester hours

The nature and functions of money and credit; structure of the commercial banking and Federal Reserve banking systems; modern theoretical devices of monetary analysis and monetary theories.

Economics 3.4 — International Trade 1 term — 3 semester hours

The relationship of international trade to the domestic economy of the United States; balance of payments, the gold standard, and exchange equalization funds; maritime policy, reciprocal trade agreements, and tariffs; international economic relations. *Econ. 2.3-2.4 recommended as preparatory courses for Econ. 3.4*

Economics 4.1-4.2 — Labor Economics

2 terms — 6 semester hours

The development of trade unionism in the United States; changing relationships between labor and management, labor legislation and its consequences for workers, employers, and consumers; and economics of wage determination, employment, and social security.

Economics 4.3 — Business Cycles 1 term — 3 semester hours

Economic fluctuations considered briefly in their historical aspect. Theories of the Business Cycle; discussion of proposed policies for dealing with business cycle problems. *Prerequisite: Economics 3.3*

Economics 4.5 — Public Utilities 1 term — 3 semester hours

A survey of the objectives, development, and content of the public control of industries "Affected with a public interest." The economics of public service corporations; the economic problems of regulation; state versus federal control; public ownership and competition as an alternative to regulation.

Economics 4.6 — Public Finance 1 term — 3 semester hours

Sources of federal, state, and local tax revenue; public expenditures and the fiscal principles which govern them; public debt and methods of

financing; shifting and incidence of taxation; the concept of taxable capacity.

Economics 5 — Studies in Economics

Hours and credits arranged to suit the needs of students for directed study and research in Economics. Admission to this course only with the consent of Chairman of the Department of Economics.

EDUCATION

The major requirement in the Department of Education recommended for elementary school teacher preparation is satisfied on the completion of thirty semester hours of course work in the department. The following courses must be included: Introduction to Education, Introduction to Educational Administration, Psychology of Education, Methods of Teaching, Curriculum Development, and Observation of Teaching and Student Teaching.

The minor requirement in the Department of Education recommended for secondary school teacher preparation is satisfied on the completion of eighteen semester hours of course work in the department. The following courses must be included: Introduction to Education, Introduction to Educational Administration, Psychology of Education, Methods of Teaching, Curriculum Development, and Observation of Teaching and Student Teaching.

A student must be careful to develop adequate course background in one or more teaching fields.

Education 2.1 — Introduction to the Study of Education

1 term — 3 semester hours

A survey of the educational system of the United States. Consideration of its development from Colonial times to the present; introduction to its present trends, policies and problems. A first course for prospective teachers.

Education 2.2 — Introduction to Educational Administration

A first course in administration for present and future school personnel. The course will examine the problems arising in the organization of school systems. The purposes of the instruction will be to give teaching personnel an awareness and appreciation of the problems of the administrator and to provide a foundation in the area for those who plan advanced work in administration. Plant administration, the administration of school-community relations, business administration and other specialty areas will be investigated. The problems of leadership will be examined.

Education 3.2 — Philosophy of Education

I term — 3 semester hours

A survey of the theories of education at various periods in the history of Western Civilization, together with the work of the philosophers responsible for educational progress. The course will include a study of how educational ideas develop and how they reflect the social and cultural achievements of the era in which they appear. It will also examine current educational issues, as they arise from philosophical foundations, to enable the student to develop a consistent personal philosophy of education.

Education 3.5 — Child Psychology

I term — 3 semester hours

Designed to enable the student to relate the infantile and childhood experiences to personality development. Study of the development of the child's mental and other behavior; the growth of intelligence, social behavior, emotional patterns and personality; the training of children and applications to the teaching process. Required of all students majoring in elementary education.

Education 3.6 — Psychology of Adolescence

I term — 3 semester hours

Gives a systematic knowledge of the facts and generalizations concerning the growth of children through adolescence. Discussion of the physiological, social, cultural and emotional changes associated with the adolescent years and with individual's development in home, school and community. Discussion of special problems, such as delinquency and vocational selections, as well as a short introduction to scientific methods and elementary statistics emphasizing logical relevance will be included. Required of all students minoring in secondary education.

Education 3.7 — Theory and Practice of Athletics

I term — 3 semester hours

Theory and practice of football, soccer, hockey and intramurals. Rules and officiating.

Education 3.8 — Theory and Practice of Athletics

I term — 3 semester hours

Theory and practice of basketball, track, baseball and minor sports. Rules and officiating.

Education 4.11 — Elementary Methods: Reading

I term — 3 semester hours

This course is designed to present the development viewpoint in reading. Principles, procedures and materials of the first six grades are stressed with the ability to contribute to growth in basic abilities and independent reading as goals. Required of all students majoring in elementary education.

Education 4.12 — Elementary Methods: Language Arts

1 term — 3 semester hours

The methods of teaching spelling, handwriting, oral and written composition are presented. Consideration is given to analysis and correction of basic difficulties and to appreciation and creativity in literature. Emphasis is placed upon building fundamental abilities. Required of all students majoring in elementary education.

Education 4.13 — Elementary Methods: Arithmetic and Science

1 term — 3 semester hours

This course deals with the purpose and scope of elementary education in these fields. The problems, current practices and trends will be analyzed. Emphasis will be placed upon the material of instruction (concepts, information, abilities), the methods of teaching (realization of broader objectives, how to arouse interest, correlations, individual differences) and testing the results of teaching. Required of all students majoring in elementary education.

Education 4.14 — Elementary Methods: The Arts

1 term — 3 semester hours

This is a course in the teaching of music and the various art activities — crafts, drawing and painting — in the elementary grades. Special attention is given to recent practices, appropriate materials and their adaptations to the problems of teaching are discussed. Required of all students majoring in elementary education.

Education 4.15 — Methods of Teaching (Elementary)

1 term — 3 semester hours

This course is intended to introduce the student to the development and use of methods of teaching and of evaluating the results of teaching. It will study lesson planning, curriculum organization, development of units of work, testing and resources with particular emphasis on teaching the elementary school child. Required of all students majoring in elementary education.

Education 4.16 — Methods of Teaching (Secondary)

1 term — 3 semester hours

This course is designed for those now teaching or planning to teach at the secondary level. Through discussion, case studies and readings the best and currently accepted new methods are explored in their application to the learning process. Traditional methods are also re-examined and evaluated. Required of all students minoring in secondary education.

Education 4.20 — Observation and Student Teaching**(Elementary)**

1 term — 3-6 semester hours

Observation and apprentice teaching in selected elementary schools. Weekly group conferences at the University. Conferences with the supervising teacher and cooperating school teacher. The course is to be taken in either semester of the senior year, two or three days per week for the entire semester. Education 4.20 is required of all students majoring in elementary education.

Education 4.21 — Observation and Student Teaching**(Secondary)**

1 term — 3-6 semester hours

Observation and apprentice teaching in selected secondary schools. Weekly group conferences at the University. Conferences with the supervising teacher and the cooperating school teacher. The course may be taken either semester of the senior year, two or three days a week, all day. It is required of all students minoring in secondary education.

Education 4.25 — Curriculum Development (Elementary)

1 term — 3 semester hours

A critical appraisal of present day elementary curricula and an evaluation of educational practices and techniques. Current problems in developing a sound educational program will be studied. Required by all students majoring in elementary education.

Education 4.26 — Curriculum Development (Secondary)

1 term — 3 semester hours

A critical appraisal of the varied types of secondary curricula represented in current American practice. Current problems in developing a sound secondary educational program will be studied and students will be expected to devote attention to curriculum development in the teaching fields of special interest to them. There will be individual and group analysis of materials, methods of organization and teaching practices in terms of psychological and sociological concepts. Required of all students minoring in secondary education.

Education 5 — Studies in Education

Members of the Department will hold conference hours with students and will direct their readings in areas of educational research which may be of special interest to them. Projects of this sort will be authorized only in unusual circumstances upon the recommendation of the departmental chairman and the approval of the Dean.

ENGLISH

A major in the Department of English is established by the successful completion of thirty semester hours of selected course work in English, including both History of English Literature *and* History of American Literature.

A minor in the Department of English is satisfied by the successful completion of eighteen semester hours of selected course work in English including History of English Literature *or* History of American Literature.

A.B. and B.S. candidates in liberal arts are required to take either History of English Literature or History of American Literature. This requirement is normally fulfilled in the sophomore year.

Freshman Composition, Vocabulary Building, and Business English cannot be counted toward a major or a minor in English.

Advanced Composition, Business English, Understanding Literature, and Vocabulary Building cannot be taken for graduate credit.

Majors and minors in English are urged to enroll in courses in English History, American History, French, and German.

English 0.1 — Remedial English

1 term — 3 semester hours

A course designed to aid the student in acquiring accuracy and facility in writing by providing extensive practice. Special stress to be laid on the techniques of composition. Required of students at the discretion of the department of English.

English 1.1-1.2 — Rhetoric and Composition

2 terms — 6 semester hours

The fundamental, indispensable course. A review of grammatical technique, including diagramming, and a presentation of the basic principles of thought organization and outlining and the disciplines of good narrative, description, and expository writing. Frequent short themes and the study of model prose. Required of all Freshmen first and second semesters.

English 1.4 — Understanding Literature

1 term — 3 semester hours

A discussion of the basic qualities of literature as literature. A study of selected literary types to increase the student's capacity for appreciating good literature. An attempt to teach the student how to read intelligently the poem, prose fiction, and drama through a study of techniques. *Prerequisite: English 1.2*

English 2.1 — Advanced Composition 1 term — 3 semester hours

Thorough training in the mastery of the more difficult problems of controlling material in the larger units of sustained discourse and in the development of attractive individual style. Preparation of book reviews, editorials, feature articles, essays, stories, and other types of prose. Extensive writing according to the pattern of contemporary novels. *Prerequisite: English 1.2*

English 2.2 — Business English 1 term — 3 semester hours

A specialized course for students preparing for business administration. Discipline in essential techniques of correct, dignified English, the types of correspondence and the psychology employed in business relations. Required of students in Business Administration. *Prerequisite: English 1.2*

English 2.3 — Vocabulary Building 1 term — 3 semester hours

A practical basic course of universal advantage. Description of the helps available for word study precedes an indication of the kind of words to study and the disciplines to adopt to appropriate these words. A sketch of the history of the English language includes the contributions from Celtic, Roman, Anglo-Saxon, Danish, Norman, and French cultures. Concentration upon prefixes and suffixes, word origins, word analysis, synonyms, antonyms, figures of speech, good usage, general vocabulary, and the vocabularies of various activities and professions.

English 2.5-2.6 — History of American Literature

2 terms — 6 semester hours

A survey of the literary product of America from Colonial times to the present, together with a detailed study of the more important writers who have stood the test of time. Stress upon historical background and the literary memorials in which this vicinity abounds. Extensive reading assignments accompany class lectures. *Prerequisite: English 1.2*

English 2.7-2.8 — History of English Literature

2 terms — 6 semester hours

A survey of the English literary product of the British Isles from the beginning to the present and its development in relation to English life and history, together with attention to chronology, language, versification, and prose styles. Examination of the major and the secondary literary products in detail, with descriptions of the periods in which they were produced. The study of representative selections as an introduction to appreciation of literature. Basic for all special courses in English literature. *Prerequisite: English 1.2*

English 3.3-3.4 — Great Books of World Literature

2 terms — 6 semester hours

A study of selected literary masterpieces from ancient times to the present. First semester includes *The Iliad*, *The Aeneid*, the Bible (selections), *Madame Bovary*, selected dramas of Ibsen, and *Anna Karenina*. Second semester includes *The Odyssey*, *The Inferno*, *Don Quixote*, *Candide*, *Faust*, and *Crime and Punishment*. These lists may vary at the discretion of the instructor. *Prerequisite: English 2.5-2.6 or 2.7-2.8.*

English 3.5-3.6 — Shakespeare

2 terms — 6 semester hours

Shakespeare's heritage and an intensive critical study of selected important plays, considered separately, and chosen to represent the range, resourcefulness, and power of Shakespeare's dramaturgy. A study of problems relating to Shakespeare's personality and dramatic method. Collateral readings of selected criticism and the minor plays. *Prerequisite: English 2.7-2.8*

English 3.7 — The Age of Milton

1 term — 3 semester hours

A study of seventeenth-century literature from approximately 1610 to 1660, following the chief strains of metaphysical and Cavalier poetry, the development of prose including the King James Bible, Bacon, Browne, and the early works of Milton. *Prerequisite: English 2.7-2.8.*

English 3.8 — The Age of Dryden

1 term — 3 semester hours

A study of the Restoration period including the major poetical works of Milton and Dryden, and the development of Restoration prose by such figures as Bunyan and Pepys. Restoration drama is not included in this course. *Prerequisite: English 2.7-2.8.*

English 4.1-4.2 — History of Drama

2 terms — 6 semester hours

The course begins with a study of the Greek and Roman drama and theaters. Detailed investigation of the medieval religious drama and the work of the Tudor and Elizabethan period. Jacobean, Restoration, Eighteenth, Nineteenth, and Twentieth Century dramatic history in England and on the continent. The reading of numerous representative plays. *Prerequisite: English 2.5-2.6 or 2.7-2.8*

English 4.3-4.4 — History of the English Novel

2 terms — 6 semester hours

The development of the English novel throughout its whole course from the early fictional products of the Elizabethan Period and the birth

of the novel in the Eighteenth Century to the beginning of the Twentieth Century. Study of the various types, psychological, picaresque, sentimental, romantic, historical, and reform, reflecting English life and thought, is accompanied by extensive reading of representative examples. *Prerequisite: English 2.7-2.8*

English 4.5 — English Romantic Poetry

1 term — 3 semester hours

A specialized course studying in detail the transition from late Eighteenth Century neo-classicism and the rise of modern English romantic poetry, together with the personalities and poetry of Wordsworth, Coleridge, Byron, Shelley, Keats, and Scott. Extensive studies of representative work of these poets accompanies interpretive lectures. *Prerequisite: English 2.7-2.8*

English 4.6 — Victorian Poetry

1 term — 3 semester hours

An intensive course, logically pursuant to the course in English Romantic Poetry, designed to acquaint the student with the personalities and the work of Tennyson, the Brownings, Arnold, the Rossettis, Swinburn, Meredith, and Hardy. The study of representative poems in detail and extensive readings. *Prerequisite: English 2.7-2.8*

English 4.7-4.8 — Contemporary Literature

2 terms — 6 semester hours

A survey of contemporary poetry, fiction, and drama as a revelation of the life, thought, and art of the twentieth century: a study of such representative figures as W. B. Yeats, T. S. Eliot, E. E. Cummings, D. H. Lawrence, James Joyce, Ernest Hemingway, Eugene O'Neill, Noel Coward, and Tennessee Williams. *Prerequisite: English 2.7-2.8*

English 5 — Studies in English

If in the judgment of the department a highly exceptional student merits special consideration in areas of research, he will be given an opportunity to develop his talents.

FRENCH

Major requirements in the Department of French are satisfied on completion of twenty-four semester hours of course work in the department, which must include the General Survey of French Literature, Advanced Composition and Conversation, and one of the following plans:

- a. Twelve semester hours in another foreign language.

- b. Six semester hours in European History courses numbered above 2.4 and six semester hours in English Literature in courses numbered above 3.2.
- c. Twelve semester hours in English Literature in courses numbered above 3.2.
- d. Twelve semester hours in English Literature (in courses numbered above 3.2), European History (in courses numbered above 1.2) Philosophy or Psychology. The twelve semester hours may be in combination from the departments listed.

Courses taken to fulfill the above requirements must be approved, in advance, by the Department of Foreign Languages.

Minor requirements in the department are satisfied by the completion of eighteen semester hours of course work in the department.

French 1.1-1.2 — Elementary French 2 terms — 6 semester hours

Essentials of grammar, practice in oral use of the language, and reading of simple French texts.

French 2.1-2.2 — Intermediate French

2 terms — 6 semester hours

Reading of stories and plays; review of grammar and composition.
Prerequisite: French 1.2 or its equivalent.

French 3.1-3.2 — General Survey of French Literature

2 terms — 6 semester hours

A survey of the most important movements in French literature from the Middle Ages to the present. Selected works of representative authors will be read and discussed in relation to the cultural history of each period. *Prerequisite: French 2.2 or its equivalent.*

French 4.1 — French Drama

1 term — 3 semester hours

(to be offered in alternate years)

The development of French drama from the 17th century to the present. Particular emphasis will be placed on the study of classical tragedy and comedy, with Corneille, Racine and Molière, and the development of romantic drama with Hugo, Musset and Vigny. Representative plays from each period will be read and discussed. *Prerequisite: French 2.2.*

French 4.2 — Seventeenth Century Prose and Poetry

1 term — 3 semester hours

(to be offered in alternate years)

A survey of the social and political background of the 17th century together with a detailed study of the great prose writers and poets who formed the classical ideal. Reading of works by such authors as Descartes, Pascal, Bossuet, Madame de Lafayette, and others.

French 4.3-4.4 — Advanced Composition and Conversation

2 terms — 6 semester hours

Rapid survey of the essentials of French grammar, conversation, and oral composition. *Prerequisite: French 2.2*

French 4.5 — The Nineteenth Century French Novel

1 term — 3 semester hours

(to be offered in alternate years)

A study of the great novelists of the Nineteenth Century, including Hugo, Stendhal, Balzac and Flaubert.

French 4.6 — Eighteenth Century Prose and Poetry

1 term — 3 semester hours

(to be offered in alternate years)

A study of the period of the Enlightenment, with emphasis on the works of Montesquieu, Voltaire and Rousseau.

French 5 — Studies in French

Members of the Department will hold conference hours with students and will direct their reading in areas of research in French which may be of special interest to them.

GEOGRAPHY

Geography 4.8-4.9 — Geography of World Culture and Human Relations

2 terms — 6 semester hours

A course showing the influence of the geographic factors — topography and climate — on the patterns of culture and the daily activities of the peoples of the Asiatic environs.

GERMAN

German 1.1-1.2 — Elementary German

2 terms — 6 semester hours

A study of the elements of grammar, drill in pronunciation, practice in conversation, and reading of simple prose and poetry.

German 2.1-2.2 — Intermediate German

2 terms — 6 semester hours

A review of grammar, composition, and conversation. A study of the more common German idioms. Reading of modern German stories and plays. *Prerequisite: German 1.2 or its equivalent.*

GOVERNMENT

The requirement for a major in the Department of Government is satisfied on the completion of thirty semester hours of course work distributed among the following seven groups: American Government, Political Theory, International Relations, Politics, Comparative Government, Public Law, and Public Administration and Local Government.

The requirements for a minor in the Department of Government is satisfied on completion of eighteen semester hours of course work.

Government 1.1 — American Government

1 term — 3 semester hours

The aim of this course is to acquaint the student with the development and operation of the U.S. Government, stressing an understanding of the Federal Constitution, legislation procedure, powers and duties of the executive, the importance of the judiciary.

Government 1.2 — Comparative Government

1 term — 3 semester hours

The governmental forms of important nations are studied and are compared, especially in the light of contemporary developments. Sufficient historical material is included in the course to provide a basis for understanding democratic methods and the differences between democracy and other political philosophies.

Government 2.1-2.2 — American Constitutional Government

2 terms — 6 semester hours

This course provides a comprehensive study of the history and growth of American constitutional government. It will consider the constitutional problems faced by succeeding administrations and the solutions found to such problems. *Prerequisite: Govt. 1.1 or with the approval of the instructor.*

Government 2.3-2.4 — Contemporary Foreign Policy of U.S.

2 terms — 6 semester hours

Part I — A study of the formation and implementation of the United States foreign policy: the organization of the State Department; its relations with Congress and the President; the effects of our foreign policy on domestic issues and on other nations.

Part II — A study of the contemporary foreign policy of the United States and the effect of our domestic policies and of the foreign policies of other great world powers upon U. S. foreign policy. A study of diplomatic procedure and the processes of international settlement of disputes through negotiations, mediations, arbitration and adjudication will be included. *Prerequisite: Govt. 1.1.*

Government 2.8 — American Political Thought

1 term — 3 semester hours

A study of the development of American political thought; the Colonial period; the Revolution; the evolution of the Constitution; Jeffersonian democracy; Jacksonian democracy; the slavery controversy; the nature of the Union; political currents since the Civil War.

Government 2.9 — Global Politics

1 term — 3 semester hours

A study of the social, political, economic, strategic, and geographic elements of a state including the methods used in formulating and achieving its foreign policy objectives with reference to the American strategic position.

Government 3.0-3.1 — International Relations

2 terms — 6 semester hours

The Rise of the Western State Systems and the "Balance of Power." A consideration of the nature and problems of the State in the modern world: the origin of its power; the formulation of procedures, diplomacy and the pacific settlement of international disputes.

Government 3.2 — Public Administration

1 term — 3 semester hours

The place of administration in the American political system; its origin in environment and social change; its instruments in attaining objectives; its relation with politics and between federal, state and local governments. *Prerequisite: Govt. 1.1 or Govt. 2.1 or with instructor's approval.*

Government 3.3-3.4 — Political Theory

2 terms — 6 semester hours

A study of ancient and medieval political thought: Plato, Aristotle, the Scholastics, Machiavelli. A study of modern political thought: Locke, Rousseau, Hobbes, Marx and contemporary philosophers. Emphasis throughout on the state, freedom, revolution, law, constitution, and property.

Government 3.5 — American Parties and Politics

1 term — 3 semester hours

The development of the American party system; the organization of political parties; the political machine; bosses and the spoils system; pressure groups; the nomination of candidates; the conduct of campaigns in the elective process. *Prerequisite: Govt. 1.1 or with instructor's approval.*

Government 3.6 — State and Local Government in the United States

1 term — 3 semester hours

The development, structure and functions of state and municipal government: relations between state, local, and national government; interstate relations. The mayor-council, council-manager, and commission forms of local government will be considered.

Government 3.7 — British Commonwealth of Nations

1 term — 3 semester hours

A concentrated study of the interrelations among the United Kingdom and its colonies, protectorates and dominions: governmental organization; economic agreements; formulation of imperial strategy; relations with the United States; participation in the United Nations. *Prerequisite: Govt. 1.2 or with approval of instructor.*

Government 3.8 — Imperialism

1 term — 3 semester hours

A discussion of the underlying philosophy of imperialism; followed by a tracing of the imperialistic endeavors of the major world powers in modern times. *Prerequisite: Any course in modern European History.*

Government 4.1-4.2 — Government Regulation of Industry

2 terms — 6 semester hours

A consideration of the economic genesis of regulation in the United States: Colonial and constitutional periods: early government controls; Industrial Revolution; regulatory devices; Homestead Act; Sherman Anti-Trust Act; Federal Trade Commission; other influences on regulation. Congressional powers in regulation and control: commerce clause; agencies of regulation; controls over railroads, industry, labor; New Deal regulation; current trends and needs in regulation. *Prerequisite: Govt. 2.1-2.2. or Econ. 2.4*

Government 4.3 — Government and Labor

1 term — 3 semester hours

The development of the legal status of labor unions; labor as a political force; economic and social programs of labor; the influence of public opinion; trends in labor legislation, government regulation of labor, and industrial disputes. *Prerequisite: Govt. 2.1-2.2 or Economics 1.1-1.2*

Government 5 — Studies in Government

Members of the Department will hold conference hours with students who are candidates for Honors, and will direct their reading in areas of governmental research which may be of special interest to them. *Prerequisite: Approval of Chairman of the Department.*

HISTORY

The requirement for a major in the Department of History is satisfied on completion of thirty semester hours of course work in History. History majors will not be permitted to count History of Western Europe from the Fall of Rome to the Present toward the completion of the major requirements in the field.

The requirement for a minor in the Department of History is satisfied on completion of eighteen semester hours of course work in the Department, in addition to History 1.1-1.2.

Wherever possible, students electing a continuing course, such as History 2.3-2.4, should take both parts, and in the same year. Those electing History 3.7-3.8 are urgently advised to follow this procedure.

History 1.1-1.2 — History of Western Europe from the Fall of Rome to the Present 2 terms — 6 semester hours

A survey of European history from ancient times to the present. Lectures will emphasize the political, social, and economic aspects of European development. *This course cannot be used to satisfy requirements for a major or a minor in history.*

History 2.3-2.4 — American History 2 terms — 6 semester hours

A broad survey of United States history from the Peace of Paris in 1763 to the present. Topics to be considered will include the American Revolution; founding of the federal government; process of westward expansion; Civil War and Reconstruction; economic development; growth of internationalism and its effect through two world wars.

History 2.5 — Diplomatic History of the United States

1 term — 3 semester hours

A comprehensive study of foreign policy from the American Revolution to the present. Stress will be placed on the origin and development of the Monroe Doctrine and on the problems of international arbitration from the latter part of the Nineteenth Century through World War II.

History 2.51 — American Diplomatic History During the Twentieth Century

1 term — 3 semester hours

An intensive study of American diplomatic policy and problems from the Spanish-American War until the present. Emphasis will be placed on such topics as: Dollar Diplomacy, drifting into World War I, the fight over the League of Nations, the quest for disarmament, the Good Neighbor Policy, reaction to the menace of imperialist Japan and the rise of Hitler, the quest for international security of the moment.

History 2.6 — American Colonial History

1 term — 3 semester hours

An intensive course dealing with the following topics: the Age of Discovery; the settlement of the colonies; Anglo-American relations; the struggle with France for control of the continent; and the Peace of Paris which helped set the stage for the Revolution.

History 2.7-2.8 — English History

2 terms — 6 semester hours

A general survey of the political, social, economic, constitutional, and intellectual development of England from Celtic times to the present. Stress is placed upon the evolution of the Empire, the transition from aristocracy to democracy, the cultural contribution of the English people, and their position in world affairs today.

History 2.9-2.10 — History of the Westward Movement

2 terms — 6 semester hours

This course deals with the physical occupation of America from the early seventeenth century to the disappearance of the frontier in the 1890's. Particular emphasis is placed on the economic and sociological factors involved in the nation's territorial growth. *Prerequisite: History 2.3-2.4*

History 3.1-3.2 — Latin-American History

2 terms — 6 semester hours

An over-all view of the peoples of the Latin American nations from their struggle for independence to the present, with attention to their contributions to world affairs.

History 3.3 — Cultural History of the Middle Ages

1 term — 3 semester hours

Lectures will deal with medieval culture; Carolingian Renaissance; rise of the universities; development of Catholic theology; monastic learning; mystery and miracle plays; Gothic architecture; medieval epic, romance, and ballad; evolution of vernacular tongues.

History 3.5 — The Renaissance and the Reformation

1 term — 3 semester hours

The Renaissance in Italy; political, social, economic, religious, and general cultural aspects; the Renaissance in the North; Humanism and Pietism. The Reformation; Luther, Zwingli, Calvin; Anglican Church, Presbyterian Church, minor sects.

History 3.6 — The French Revolution and Napoleon I

1 term — 3 semester hours

An intensive course treating the Revolutionary and Napoleonic Period in Europe between 1789 and 1815. The broad lines of study describe the decadence of the Eighteenth Century; the eruption of revolution, 1789; the establishment of the constitution and monarchy in France; the First French Republic; the Reign of Terror; the rise of the Napoleonic Empire and its subsequent fall.

History 3.7-3.8 — Europe since 1815 2 terms — 6 semester hours

This course will deal with the political, economic, and cultural development of the principal European states from 1815 to 1914. It will trace the origin and development of national movements, the rise of socialistic organization, the growth of imperialism, and the major causes of World War I. The lectures will then follow the main outlines of the conflict, examine the terms of the peace settlement, and proceed to a somewhat more extended study of the post-war period, with stress on both the domestic development of the leading states and major problems of the international relations which culminated in World War II.

History 3.91-3.92 — The Far East 2 terms — 6 semester hours

A general introduction to the history of Eastern and Southeastern Asia. Particular emphasis is placed on the diplomatic, political, social, and economic developments within the past two centuries.

History 3.10-3.11 — The Middle East 2 terms — 6 semester hours

A survey of the peoples and lands from the North African coast to India, with especial emphasis on the development of nationalistic movements during the nineteenth and twentieth centuries.

History 4.31-4.34 — Russia 2 terms — 6 semester hours

A survey of the history of Russia from the earliest times to the present. Internal developments and economic, political, and social problems leading to the Revolutions of 1917 are emphasized. The second semester includes a detailed study of the soviet regime in practice.

History 4.5-4.6 — Eastern Europe 2 terms — 6 semester hours

A rapid survey of the history of the Byzantine Empire and the Ottoman Empire in the Balkans, the rise of the Slavic states in Eastern Europe, the growth of modern nationalism, and the "imperialist" struggle between Prussia, Austria, and Russia for control of the area. The course will conclude with a study of Russian "satellite" rule in the area.

History 4.7-4.8 — American Social and Cultural History

2 terms — 6 semester hours

A study of the development of American society and culture from the settlement of the colonies until the twentieth century. Stress is placed on the life of the people during the various eras, and the growth of American intellectual thought in all areas of activity.

History 4.9 — The United States in the Twentieth Century

1 term — 3 semester hours

An intensive course covering the emergence of the United States as a world power, the economic and social reforms of the period before World War I, our involvement in that war, and its many consequences to us. The prosperity of the nineteen-twenties and the depression of the thirties are considered in detail, as are the New Deal and our part in World War II. The course ends with a rapid summary of the major developments since 1945.

History 5 — Studies in History

Members of the Department will hold conference hours with students who are candidates for Honors, and will direct their reading in areas of historical research which may be of special interest to them.

HUMANITIES

Humanities 1.1-1.2 — Introduction to the Humanities

2 terms — 6 semester hours

The course deals with the development of western ideas as observed in literature, religion, philosophy, and art. Lectures and extensive readings are planned to help students gain an understanding of the dominant characteristics of great periods in western cultural growth: Ancient Times, the Middle Ages, the Renaissance and Reformation, and the Seventeenth, Eighteenth, and Nineteenth Centuries. Another purpose of the course is to help students appreciate the accomplishments of writers, artists and thinkers of genius, whose works are part of the western tradition. Finally, the course should lead the student to develop a set of values on the basis of which he can interpret contemporary theories and practices in literature, philosophy, and art.

JOURNALISM

The requirement for a major in the Department of Journalism is satisfied on the completion of eighteen semester hours of course work in the department plus twelve semester hours in advanced English writing and literature. The required courses for the major are: Introduction to Journalism, News Writing, Reporting I, and Copy Editing.

The requirement for a minor in the department is satisfied on the completion of eighteen semester hours of course work in the department.

Journalism 2.1 — Introduction to Journalism

1 term — 3 semester hours

A survey of the journalistic field designed to acquaint the student with what the profession of journalism has to offer. It gives a survey of the newspaper in modern American society, its social obligation and its operation as a business unit; also, it presents a brief history of the American newspaper.

Journalism 2.2 — News Writing

1 term — 3 semester hours

A study of news, news values and news sources, the lead, style and structure of news stories. Practice in writing and rewriting leads for newspapers and in processing local and leased-wire copy for the radio.

Journalism 3.1 — Reporting I

1 term — 3 semester hours

Continuation of the preceding course, with further practice in gathering and writing various types of news stories.

Journalism 3.4 — The Weekly and Small Daily

1 term — 3 semester hours

A study of the problems and practices in editorial, advertising, circulation and commercial printing departments of a community newspaper.

Journalism 3.5 — Copy Editing

1 term — 3 semester hours

A study of the fundamentals of copy editing, newspaper typography and make-up, with training in the principles and practice of all three.

Journalism 3.6 — News Analysis

1 term — 3 semester hours

A course designed to teach the student to read the newspaper intelligently, to analyze current news affairs, to anticipate news, to develop news and to follow the arteries of news as it affects society.

Journalism 4.1 — Feature and Special Articles

1 term — 3 semester hours

Writing and submitting for publication articles for newspapers, magazines and syndicates.

Journalism 4.3 — Reporting II

1 term — 3 semester hours

Experience in the more difficult reporting and writing assignments, with emphasis on the composite and running or fast-breaking story; also discussions of and practice in writing investigatory stories against which there is active competition requiring private investigation and verification.

Journalism 4.4 — Publicity

1 term — 3 semester hours

A study of current methods of dissemination of public information as practiced by business, industrial, educational and social organizations.

Journalism 4.6 — Business Journalism

1 term — 3 semester hours

A study of employee papers and magazines, house organs and trade and technical publications.

MANAGEMENT**Management 2.1 — Principles of Management**

1 term — 3 semester hours

The principles and techniques underlying the successful organization and management of business activities. Management problems; planning and developing the organization; departmental functions; the operation of merchandise, sales, financial, and production departments; selection and training of personnel; incentives; methods of securing better results; expense problems; control methods.

Management 3.1 — Personnel Administration

1 term — 3 semester hours

Special emphasis is placed upon the methods of securing the utmost in employer-employee loyalty and cooperation. The organization and operation of personnel relations in business are considered in the light of modern labor and management problems. *Prerequisite: Management 2.1*

Management 3.2 — Sales Management

1 term — 3 semester hours

The appraisal of both new and established trends in measuring the sales manager's job, reducing cost of distribution, line and functional types of organization, budgets based on research in market potentials, selective selling, selecting and training salesmen, and incentive methods. *Prerequisites: Management 2.1 and Marketing 2.1*

Management 4.1 — Industrial Management

1 term — 3 semester hours

Various techniques and methods used in administration of industrial organizations. Problems of relations between employer and employee and methods of adjusting grievances. *Prerequisite: Management 2.1*

Management 4.2 — Transportation

1 term — 3 semester hours

The course is planned to meet the needs of persons who supervise the shipment and receipt of merchandise by the various types of domestic carriers. It includes a study of rates, rate-making, adjustments, freight

classification, routing, demurrage, and storage. *Prerequisite: Management 2.1*

Management 4.3 — Motion and Time Study

I term — 3 semester hours

The course is designed to present in a scientific manner motion and time study as a basic tool in industrial management. Included in the subjects considered are the following: The scope of motion and time study, process chart analysis; micromotion study and therbligs, memomotion study, time study rating. The course covers the approach to problems ranging from office systems to routine jobs. *Prerequisite: Management 2.1*

Management 4.4 — Organization and Operation of Small Business

I term — 3 semester hours

A study of business opportunities in small business, organizing, financing, and operating your own business.

MARKETING

Marketing 2.1 — Marketing

I term — 3 semester hours

The policies involved in marketing based on fundamental principles with specialized and technical subjects in market analysis, industrial marketing, and relations of marketing to other fields of business.

Marketing 3.1 — Principles of Salesmanship

I term — 3 semester hours

Methods of successful selling based on fundamentals applied to the various fields of salesmanship. *Prerequisite: Marketing 2.1*

Marketing 3.2 — Principles of Advertising

I term — 3 semester hours

The function of this course is to provide the necessary background to meet most of the advertising situations of the present day. Detailed consideration is given to such topics as customer appeal via radio, newspapers and magazines, and other means of advertising. *Prerequisite: Marketing 2.1*

Marketing 3.5 — Wholesaling

I term — 3 semester hours

Analytical study and evaluation of current trends and opportunities in wholesaling; administrative policies and methods; merchandising; warehousing; stock control; order handling; dealer relations. *Prerequisite: Marketing 2.1*

Marketing 3.6 — Retailing

1 term — 3 semester hours

The fundamental principles underlying the successful operations of retail stores. Topics covered: recent developments and current trends in retailing; general merchandising policies; merchandise departmentalization and classification; sources of merchandise; buying policies and procedure; determination of retail price and price line. *Prerequisite: Marketing 2.1*

Marketing 4.1 — Retail Store Organization and Management

1 term — 3 semester hours

The organization and management of small as well as department, chain, and mail order stores with special emphasis upon speciality and individual unit stores. Store location and layout, personnel training and management, store operation, customer services, store system, and maintenance are considered. *Prerequisite: Marketing 2.1*

Marketing 4.3 — Credits and Collections

1 term — 3 semester hours

Principles and practices observed in wholesale and retail credit granting. Organization and operation of the credit department. *Prerequisite: Marketing 2.1*

Marketing 4.4 — Sales and Market Research

1 term — 3 semester hours

Methods of planning and carrying out market research surveys including the determination of market potentials, selection of territories, establishment of quotas; new product studies; methods of testing sales campaigns, dealer reactions and consumer preferences; determination of effective channels of distribution; evaluation of competitive strength. *Prerequisite: Marketing 2.1*

MATHEMATICS

The requirements for a minor in the department are satisfied on the completion of eighteen semester hours of course work in the department. This work should include College Algebra, Trigonometry, Analytical Geometry, Differential Calculus, and Integral Calculus.

Mathematics 1.3 — College Algebra

1 term — 3 semester hours

A rapid review of High School Algebra on through quadratics; functions; systems of linear equations; mathematical induction; binomial theorem; elementary theory of equations; determinations; infinite series; permutations; combinations; probability. *Prerequisite: 2 years of High School Algebra.*

Mathematics 1.4 — Trigonometry and Introduction to Analytical Geometry

1 term — 3 semester hours

Angles; trigonometric functions; linear interpolations; right angles; identities; logarithms; multiple angles; inverse trigonometric functions; reduction formulas; laws of sines, cosines, and tangents; oblique triangles; slope of a line; intersection of lines; and ratio and locus problems. *Prerequisite: 2 years of High School Algebra and Plane Geometry.*

Mathematics 2.1 — Analytical Geometry and Introduction to Calculus

1 term — 3 semester hours

The non-Euclidean geometry of the straight line, circle, parabola, ellipse and hyperbola; polar and parametric equations; introduction to calculus. *Prerequisite: Mathematics 1.4*

Mathematics 2.2 — Theory of Equations

1 term — 3 semester hours

Cubic and quadratic equations; theorems on roots; systems of equations; determinates; symmetric functions. *Prerequisite: Mathematics 1.3*

Mathematics 3.1 — Differential Calculus

1 term — 3 semester hours

Principles of differential calculus with reference to its applications in Geometry and Physics. *Prerequisite: Mathematics 2.1*

Mathematics 3.2 — Integral Calculus

1 term — 3 semester hours

The elements and applications of integral calculus. *Prerequisite: Mathematics 3.1*

Mathematics 4.1 — Differential Equations

1 term — 3 semester hours

Ordinary different equations; of the first and second order; simultaneous equations; linear equations with constant coefficients; methods of the Laplace transformation. Application to problems in Chemistry and Physics. *Prerequisite: Mathematics 3.2*

PHILOSOPHY

A major in the Department of Philosophy is satisfied by successfully completing thirty semester hours of course work in philosophy. The following courses must be included: Logic, Ethics, Introduction to Philosophy, History of Philosophy and Problems of Philosophy.

A minor in philosophy is satisfied by successfully completing eighteen semester hours of work in philosophy.

Philosophy 1.1 — Elementary Logic 1 term — 3 semester hours

A study of the forms and laws of thought, syllogistic argument and fallacies encountered in reasoning. Methods of scientific investigation.

Philosophy 1.3 — Ethics 1 term — 3 semester hours

A critical introduction to ethical theories — an historical approach. A study of the persistent problems of philosophy together with solutions offered by various schools of thought.

Philosophy 1.4 — Introduction to Philosophy

1 term — 3 semester hours

An introductory study intended to orient the student in philosophical thought.

Philosophy 2.1 — History of Ancient and Medieval Philosophy

1 term — 3 semester hours

The study of the development of philosophical thought from the period of the ancient Greek philosophers to the period of the Scholastics.

Philosophy 2.2 — History of Modern Philosophy

1 term — 3 semester hours

The period of the transition to modern philosophy and the more recent tendencies in philosophy.

Philosophy 3.1 — Problems of Philosophy

1 term — 3 semester hours

A study of the persistent problems of philosophy together with solutions offered by various schools of thought.

Philosophy 3.2 — Contemporary Philosophy

1 term — 3 semester hours

The aim of this course is to present and to discuss, type by type, Pragmatism, Idealism, Naturalism, Logical Positivism, Phenomenology, Dialectical Materialism, Neo-Scholasticism, Personalism, and Neo-Realism, together with the respective American, British, and Continental philosophers of the Twentieth Century.

Philosophy 3.3 — Philosophy in Literature

1 term — 3 semester hours

The philosophical topics touched upon by the masters of literature, both in prose and poetry, are recognized and discussed.

Philosophy 4.1 — Philosophy of Religion

1 term — 3 semester hours

The object of this course is to attempt to arrive at a coherent understanding of God, the soul, and immortality. It considers such subjects as religious values, conceptions of God, arguments for God, ways of knowing God, the problem of good and evil, human purpose, the soul, and immortality.

Philosophy 4.2 — Metaphysics

1 term — 3 semester hours

The study of theories of knowledge and of ultimate reality.

Philosophy 4.3 — Seminar in Philosophy

1 term — 3 semester hours

The philosophy of Science. Will treat such men as Copernicus, Comte, Mach, Poincare, Darwin, Bergson, Freud, Whitehead, Jeans, Eddington, Einstein, Compton, and Planck. *Previous work in philosophy or science is desirable.*

Philosophy 4.4 — Seminar in Philosophy

1 term — 3 semester hours

An historical development of the major schools of American philosophy. Emphasis will be upon the more outstanding figures in American Philosophy as Emerson, Browne, Royce, James, Perry, and Santayana.

Philosophy 5 — Studies in Philosophy

Members of the Department will hold conference hours with students who are candidates for Honors, and will direct their reading in areas of philosophical research which may be of special interest to them.

PHYSICAL EDUCATION

Physical Education M.1-M.2

Freshman Men — 2 terms

All first year men students, except veterans and those with medical excuses, are required to take regular classes in physical education. The course includes a complete physical examination, physical fitness tests, special exercises, and a program of instruction and participation in team games and sports.

Physical Education W.1-W.2

Freshman Women — 2 terms

All first year women students, save veterans and those excused for medical reasons are required to pursue regular classes in physical education. The course includes a thorough physical examination, and a program of instruction in fundamental techniques and skills in gymnastics, rhythmic, and skill in dual and team sports.

PHYSICS

Physics 1.1-1.2 — General Physics 2 terms — 8 semester hours

An introductory course covering the principles of mechanics, heat, sound, light, electricity and magnetism. Lectures and laboratory.

Physics 2.1-2.2 — Electricity and Magnetism

2 terms — 8 semester hours

Direct and alternating currents; thermionic emission; transient phenomena; Maxwell's Equations. Lectures and laboratory. *Prerequisites: Physics 1.2 and Mathematics 3.1 or Instructor's permission.*

Physics 3.1 — Electronics

1 term — 4 semester hours

Thermionic emission; photoelectric emission; gas discharge tubes; rectifiers; filters; amplifiers; modulation; demodulation. Lectures and laboratory. *Prerequisite: Physics 2.2*

Physics 4.2 — Modern Physics

1 term — 3 semester hours

An introduction to recent advances in atomic physics, nuclear physics, quantum theory, radiation, cosmic rays, etc. *Prerequisite: Physics 2.2*

Physics 5 — Studies in Physics

Members of the Department will hold conference hours with students who are candidates for Honors, and will direct their reading in areas of physical research which may be of special interest to them.

PSYCHOLOGY

The requirement for a major in the Department of Psychology is satisfied on the completion of thirty semester hours of course work. The course work must include: Introduction to Psychology, Psychology of Adjustment, Child Psychology, Group and Individual Testing, Experimental Psychology, Abnormal Psychology, and History of Psychology.

The requirement for a minor in the Department of Psychology is satisfied on completion of eighteen semester hours of course work.

Psychology 1.1-1.2 — Orientation to Psychology

2 terms — 6 semester hours

An introductory course which develops an understanding of the various methods, principles, and fields in the science of human behavior, and offers to those who are interested in psychological work a chance to take tests relevant to their suitability for the various professional fields in psychology. Covers motivations, emotion, conflict, the senses, learning, thinking, personality, intelligence, vocational psychology, social psychology, and physiological psychology. Reference will be made in the lectures to specific occupational opportunities in psychology.

Psychology 2.1 — Psychology of Adjustment

1 term — 3 semester hours

Develops understanding of man's adjustment internally and to his environment. Covers the origins and modification of behavior motivation, adjustment mechanism, psychoneuroses, organic factors in personality, and applications of mental hygiene. Useful to those who wish to understand human behavior; to lawyers, physicians, teachers, or supervisors; and to those who will engage directly in psychological work. *Recommended prerequisites: Psychology 1.1 and Biology 1.2*

Psychology 2.2 — Social Psychology 1 term — 3 semester hours

Study of the art and science of living together. To give the student adequate understanding of the individual in social situations; the relation of social psychology to other social sciences. Investigating social behavior; educating people to use their intelligence constructively; techniques for influencing and controlling others; conventions, custom, fashion, superstition, prejudice; institutional patterns of behavior in industry, family, church, and nation. *Recommended prerequisite: Psychology 1.1 and 2.1*

Psychology 2.3 — Child Psychology 1 term — 3 semester hours

Designed to enable the student to relate the infantile and childhood experiences to personality development. Study of the development of the child's mental and other behavior; the growth of intelligence, social behavior, emotional patterns, and personality; the training of children and applications to the teaching process. *Prerequisite: Psychology 1.1*

Psychology 2.5 — Psychology of Adolescence

1 term — 3 semester hours

Gives a systematic knowledge of the facts and generalizations concerning the growth of children through adolescence. The point of view of the child as a whole is developed with physical, mental, social, and emotional data on the growth in home, school and community. Sociometric and projective techniques are encouraged for laboratory study. Implications of growth and child needs for curricular and instructional practices stressed.

Psychology 3.1 — Measurement: Statistics

1 term — 3 semester hours

Develops an understanding of quantitative concepts in psychology and skill in administering and interpreting group tests used in education and industry. Covers the nature of measurement; the construction, varieties, and uses of tests; graphic representations of scores; indexes of central

tendency and dispersion; standard scores and centiles; profiles; correlation and prediction of scores; achievement, intelligence, aptitude, interest, attitude, and adjustment tests. Useful to counselors, psychometrists, clinical and industrial psychologists. Laboratory work. *Recommended prerequisites: Psychology 1.1 and 2 years of High School Algebra.*

Psychology 3.2 — Measurement: Individual Testing

1 term — 3 semester hours

Develops skill in administering and interpreting individual tests, covers briefly quantitative concepts in measurement; the theories of intelligence, aptitude, interest, attitude, and adjustment; the techniques for administering and interpreting questionnaires and individual tests of intelligence, reading ability, mechanical aptitude, personal adjustment, vocational interests, etc. Useful to potential clinical psychologists, psychometrists, counselors, child psychologists, and industrial psychologists. Laboratory work with the Stanford Binet and Wechsler-Bellevue Scales, *Prerequisite: Psychology 3.1*

Psychology 3.3-3.4 — Experimental Psychology

2 terms — 6 semester hours

An introductory course in applying scientific techniques to the solution of psychological problems. Included are experiments in learning, the measurement of aptitude, the measurement of personality, the techniques of vocational diagnosis, the effectiveness of advertising, and the organization and analysis of group data. Useful to potential teachers, counselors, psychometrists, industrial psychologists, clinical psychologists, etc. *Prerequisite: Psychology 1.1-1.2*

Psychology 3.5-3.6 — Industrial and Business Psychology

2 terms — 6 semester hours

Develops an understanding of the psychological techniques that are practical for industry and business. Covers employee testing and interviewing, training of employees, merit rating, wages and job evaluation, fatigue, safety, attitudes and morale, and the psychology of advertising, selling, market research, and public relations. Useful to executives, foremen, industrial psychologists, employment interviewers, sales managers, advertising men, and personnel managers. *Recommended prerequisite: Psychology 1.1 and 3.1*

Psychology 4.1 — Abnormal Psychology

1 term — 3 semester hours

The dynamics of abnormal behavior are studied, particularly as exemplified in the neuroses and in the organic functional psychoses. Case material is presented to illustrate the various types of behavior and to

familiarize the student with clinical procedure. Various speculative, clinical, and experimental approaches to the understanding of abnormal behavior are evaluated and applied to case material. *Prerequisites: Psychology 1.1, 2.1, and 2.3*

Psychology 4.2 — Clinical Psychopathology

1 term — 3 semester hours

An introduction to the various kinds of mentally and emotionally sick people in society and to the techniques used in diagnosing specific kinds of abnormalities such as mental deficiency, psychoneuroses, anti-social personalities, and psychoses. Lectures, demonstrations, and laboratory work will be at the Boston Psychopathic Hospital. *Prerequisites: Psych. 1.1, 1.2, 1.4, 2.3, 3.2, and 4.1*

Psychology 4.7 — History of Psychology

1 term — 3 semester hours

The objective of this course is to give the student a coherent view of the development of psychological concepts and the relations and differences of the various schools of psychology. It will emphasize the following schools of psychology with respect to their basic concepts: Structuralism, functionalism, behaviorism, dynamic psychology, Gestalt psychology, and psychoanalysis. *Prerequisites: At least five courses in psychology including Psychology 1.1 and 1.2*

Psychology 5 — Studies in Psychology

Members of the Department will hold conference hours with students who are candidates for Honors, and will direct their reading in areas of psychological research which may be of special interest to them.

SCIENCE

Science 1.1 — Introduction to Science 1 term — 4 semester hours

A brief survey of the nature of the universe and its contents, with reference to the laws regulating the behavior and inter-relations of astronomical bodies; the composition of the earth and the history of the changes which it has undergone; the nature of the atmosphere and its relation to winds and the weather; the basic principles of mechanics, wave motion, sound, heat, light, magnetism, and electricity. Demonstrations and laboratory techniques supplement the course.

Science 1.2 — Introduction to Science 1 term — 4 semester hours

The nature of atoms, elements, and compounds, and the principles of chemical reactions; the key types of organic compounds and their relation to living systems; a brief survey of the plant and animal kingdoms; and a

description of the structure and function of the organs and systems of the higher plants and animals. Demonstrations and laboratory techniques supplement the course.

SOCIAL STUDIES

Social Studies 1.1-1.2 — Introduction to Social Studies

2 terms — 6 semester hours

This course is designed to introduce the student to the whole field of social science. It presents to the student the problems of contemporary society, and shows in what way economics, sociology, and political science contribute to an understanding and possible solution of these problems.

SOCIOLOGY

The major requirement in the Department of Sociology is satisfied on the completion of thirty semester hours of course work in the department.

The minor requirement in the Department of Sociology is satisfied on the completion of eighteen semester hours of course work in the department.

Sociology 1.1-1.2 — Introductory Sociology

2 terms — 6 semester hours

A study of the basic realities of culture. Folkways, mores, laws, and institutions. The social nature of invention, diffusion and integration. Culture patterns and culture areas. The nature of the group. Caste and class. Race and race conscious groups. Social organization and disorganization. Population problems. The community as an ecological and as a cultural unit. Basic and service institutions within the framework of community life. The adaptive social processes. The processes of social conflict. The question of social progress in long term perspective.

Sociology 2.1 — Rural-Urban Sociology

1 term — 3 semester hours

Typical historic community types, such as the Russian mir, the Norman manor and the Medieval city. The rise of the modern metropolis. The rural heritage of American life. The breakdown of the primary group, leading to the rise of the impersonal, non-family apartment-house living of the modern city. "Rurbanism" as a mutual interpenetration of the city and the rural community. *Prerequisite: Sociology 1.1-1.2*

Sociology 2.2 — Introduction to the Field of Social Work

1 term — 3 semester hours

A basic course in social welfare and case work, group work and community organization procedures, designed especially to serve the needs of those students intending to pursue graduate instruction in social work. *Prerequisites: Sociology 1.1-1.2 and Psychology 1.1-1.2*

Sociology 2.3 — Social Aspects of Public Welfare

1 term — 3 semester hours

Social aspects of public welfare embraces all labeled as such by the several areas of government: Public assistance programs, poor relief or general assistance, unemployment relief, disaster relief, and social security aids. Public Welfare also embraces governmental services for the prevention and treatment of delinquency, crime neglect, and physical and mental handicaps.

Sociology 2.5 — Introduction to Social Welfare

1 term — 3 semester hours

A comprehensive course dealing with the structure — function and principles of the agencies of public assistance, social insurance, recreation group work, correctional, institutional and parole services which handle cases of poverty, sickness and delinquency.

Sociology 3.1 — The Family

1 term — 3 semester hours

The authoritarian and institutional family structures of early societies. The dynamic nature of present family life. Childhood roles of the individual in relation to his chances of marital success. Courtship and mate selection. The husband-wife relationship. Factors conducive to family tension, desertion and divorce. Marriage and family counselling services. *Prerequisite: Sociology 1.1-1.2*

Sociology 3.2 — Criminology

1 term — 3 semester hours

The punishment of crime in early societies. The Classical school of criminology. The Lombrosian school. Culture conflict in relation to crime. The detection of crime. The trial and sentencing of criminals. Penal institutions — the Pennsylvania system; the Auburn system; the reformatory movement. A series of field trips, from three to six in number, to various penal and correctional institutions will be conducted during this course.

Sociology 3.3-3.4 — Social and Cultural Anthropology

2 terms — 6 semester hours

A study of the customs, practices, beliefs, institutions, and social organization of primitive peoples with special reference to the role of culture in shaping personality. *Prerequisite: Sociology 1.1-1.2*

Sociology 3.6 — Racial Relations and Social Understanding

1 term — 3 semester hours

This course aims to describe and to analyze the phenomena which arise when groups of people who differ racially or culturally come into contact with one another.

Sociology 4.1 — Social Problems 1 term — 3 semester hours

The dynamic nature of modern western society. The interrelationship of individual and social disorganization. Individual problems, such as juvenile delinquency, prostitution, feeble-mindedness, mental defect, unemployment, and suicide, will be studied in some detail. A series of field trips, from three to six in number, to social settlements, community centers, hospitals for the mentally ill, and kindred institutions will be conducted in connection with this course. *Prerequisite: 6 semester hours of Sociology and at least Junior Standing.*

Sociology 4.15-4.16 — Personality and Social Organization — Disorganization 2 terms — 6 semester hours

Human personality as it is affected by the stresses and strains of the social problems of contemporary social life as revealed by various aspects of social organization and its converse, disorganization.

Sociology 4.2 — Social Problems 1 term — 3 semester hours

Problems of family and community life will be considered in their institutional and ecological setting. Problems involving culture lag and culture conflict, differing definitions of the mores, the question of civil liberty, and the broader aspects of national and world disorganization will form the substance of this course. A series of field trips, from three to six in number will be conducted. *Prerequisites: 6 semester hours of Sociology and at least Junior Standing.*

Sociology 4.3 — Seminar in Social Psychology

1 term — 3 semester hours

An historic approach to the field of social psychology. The more prominent social psychologists are examined and discussed e.g. Tarde, Le Bon, Levy-Bruhl, Durkheim, McDougall, Freud. *Prerequisites: Sociology 1.1-1.2, and Psychology 1.1*

Sociology 4.4 — The Major Issues of Social Security

1 term — 3 semester hours

This course aims to present this controversial and dynamic subject from the philosophical, social and political; statistical, medical and legal standpoints. The whole field of Social Security will be summarized and co-ordinated.

Sociology 4.5 — Social Treatment of Probation and Juvenile Delinquency 1 term — 3 semester hours

Contemporary correctional theories as applied to the current practices of probation and parole officers in the prevention and treatment of delinquency at the juvenile and adult levels. The role of group values in the treatment programs from the eugenic, psychiatric, economic, and sociological approaches to the solutions. The function and reorganization of social agencies are considered.

Sociology 4.6 — Contemporary Sociological Theories 1 term — 3 semester hours

Present day and recent sociological theories are examined and discussed as the Mechanistic School, LePlay's School, Geographical School, Biological School, Demographic School, the Formal School, Economic-Sociological School and Psychological School. *Prerequisites: Sociology 1.1-1.2*

Sociology 4.7 — Contemporary Correctional Methods

A survey of the varied types of correctional institutions together with a study of the specialized methods employed in them. A sample of some of the features: Federal Prison System, State Correctional Administration, Reception Centers, Youth Authority Plans.

Sociology 4.8 — Group Work in the Community 1 term — 3 semester hours

Co-operative approaches to preventing and controlling delinquency. This course will discuss methods and techniques of identification, diagnosis, and treatment of the delinquent.

Sociology 4.9-4.10 — Personal Adjustment and Mental Health 2 terms — 6 semester hours

A course in the principles of mental health which when applied in daily living will help a person to adjust to day by day situations as they develop and, therefore, better to understand his relationship to himself.

Sociology 5 — Studies in Sociology

Members of the Department will hold conference hours with students who are candidates for Honors, and will direct their reading in areas of sociological research which may be of special interest to them.

SPANISH

Major requirements in the Department of Spanish are satisfied on completion of twenty-four semester hours of course work in the department, which must include the General Survey of Spanish Literature, Advanced Composition and Conversation, and one of the following plans:

- a. Twelve semester hours in another foreign language.
- b. Six semester hours in European History courses numbered above 2.4 and six semester hours in English Literature in courses numbered above 3.2.
- c. Twelve semester hours in English Literature in courses numbered above 3.2.
- d. Twelve semester hours in English Literature (in courses numbered above 3.2), European History (in courses numbered above 1.2), Philosophy or Psychology. The twelve semester hours may be in combination from the departments listed.

Courses taken to fulfill the above requirements must be approved, in advance, by the Department of Foreign Languages.

Minor requirements in the department are satisfied by the completion of eighteen semester hours of course work in the department.

Spanish 1.1-1.2 — Elementary Spanish

2 terms — 6 semester hours

Designed to acquaint the student with the basic grammar and introduce him to conversation and reading.

Spanish 2.1-2.2 Intermediate Spanish 2 terms — 6 semester hours

Designed to give the student proficiency in grammar, in basic conversation and a fluency in reading of Spanish literature. *Prerequisite: Spanish 1.2 or its equivalent.*

Spanish 3.1 — General Survey of Spanish Literature

1 term — 3 semester hours

After an introductory consideration of the beginning of Castilian literature in the Twelfth Century as represented by the poem of the *Cid*, and a glance at the Arthurian romance, the Italian influence, and the work of the Spanish humanists and early writers of drama and fiction in the following three centuries, the course lays special stress upon the Golden Age of the Sixteenth and Seventeenth Centuries, and then follows the survey down to the Twentieth Century. *Prerequisite: Spanish 2.2 or its equivalent.*

Spanish 3.2 — Hispano-American Literature

1 term — 3 semester hours

Readings in the literature of the Spanish speaking Latin American nations, with emphasis upon the literatures of Argentina, Chile, Ecuador, and Mexico. *Prerequisite: Spanish 2.2 or its equivalent.*

Spanish 4.1-4.2 — Advanced Composition and Conversation

2 terms — 6 semester hours

Rapid survey of the essentials of Spanish grammar, conversation, and oral composition. *Prerequisite: Spanish 2.2 or its equivalent.*

Spanish 5 — Studies in Spanish

Members of the Department will hold conference hours with students who are candidates for Honors, and will direct their reading in areas of Spanish research which may be of special interest to them.

SPEECH

The requirement for a minor in the Department of Speech is satisfied on completion of eighteen semester hours of course work in the Department.

Speech 1.1 — Public Speaking

1 term — 3 semester hours

Practical course for beginning students, designed to develop skill in the preparation and delivery of public speeches. Speech materials, organization, composition, and delivery; expository and persuasive talks on selected topics.

Speech 1.2 — Argumentation and Debate

1 term — 3 semester hours

Basic principles of discussion, debate, and parliamentary procedure. Selection and analysis of the proposition, evidence, fallacies, and briefing. Short argumentative talks and debates; panel discussions of contemporary problems.

Speech 1.3 — Voice and Diction

1 term — 3 semester hours

Physiology and hygiene of the voice; breath control phonation, resonance, articulation; English vowels, consonants and diphthongs. A theory and drill course for the improvement of the normal speaking voice. *Recommended for students majoring in Education.*

Speech 1.5 — Speech Personality

1 term — 3 semester hours

A basic speech course using the newest methods of speech instruction. The student studies attitudes that hinder good speech adjustment. The

class is a laboratory wherein each student works on improving personality traits simultaneously with speech training. The following areas are covered: Speech Attitudes, Vocal Control, Physical Bearing, Refinements in Diction, Speech Purpose, Choice of Materials, Organization of Talk, and Adaptation to Speech Situation.

Speech 2.2 — Oral Interpretation of Literature

I term — 3 semester hours

Principles of interpretation; analysis and oral reading of prose literature and verse. Development of adequate mental and emotional responsiveness to literature and the ability to communicate this appreciation to others by oral reading.

Speech 2.4 — Business and Professional Speaking

I term — 3 semester hours

The business conference; interviews; preparation and delivery of oral reports; persuasion; sales and promotional speeches; the good will speech. Preparation and delivery of the common types of business and semi-public speeches.

Speech 2.6 — Persuasion

I term — 3 semester hours

A study of the non-logical basis of human motivation; basic principles involved in influencing the belief and action of audiences. Analysis and class demonstrations of methods of audience adaption, establishing and holding attention and interest, motivation, suggestions, public opinion, and propaganda.

Speech 4.3 — Principles of Speech Correction

I term — 3 semester hours

Study of the causes, diagnoses, and treatment of speech defects; disorders of articulation, delayed speech, foreignism, cerebral palsy, and cleft palate. Observations of remedial treatment.

Speech 4.6 — Group Discussion

I term — 3 semester hours

The aim of the course is to develop leadership characteristics in group discussions through speech. Characteristics of speaking and of speech of leaders are analyzed. Attention is given to each student to make his speaking effective so that he will be proficient in group activities when it comes to directing work toward expedient completion — through oral instruction and conveyance of ideas — in business or in social groups.

Speech 5 — Studies in Speech

Members of the Department will hold conference hours with students who are candidates for Honors, and direct their work in areas of Speech research which may be of special interest to them.

SECTION B

EVENING AND SATURDAY COURSES OF STUDY

Degrees and Requirements

Students attending Suffolk University Evening Division may earn the following degrees:

- Bachelor of Science in General Studies
- Bachelor of Science in Business Administration
- Bachelor of Arts
- Bachelor of Science

The Bachelor of Science in General Studies degree is especially for evening session students. The other three degrees may be earned either by day or/and evening study — particularly by students who find it necessary to transfer from full day time classes to evening classes.

The specific requirements for the Bachelor of Arts and Bachelor of Science degrees are the same as required of day students, and these requirements are set forth in Section A of this catalogue. The requirements for the Bachelor of Science in Business Administration degree are listed on pages 95-96 in this bulletin.

BACHELOR OF SCIENCE IN GENERAL STUDIES

The degree of Bachelor of Science in General Studies is granted upon the successful completion of 120 semester hours of approved study. In earning the 120 semester hours required for this degree, candidates should plan to satisfy the General, Major, and Elective requirements described below.

I GENERAL REQUIREMENTS

- 8 semester courses in the Humanities, chosen from courses in English, Humanities, Languages, Philosophy, Speech (including English 1.1-1.2)
- 8 semester courses in the Social Studies, chosen from courses in Economics, Education, Geography, Government, History, Psychology, Social Studies, Sociology (including History 1.1-1.2)
- 4 semester courses in the Sciences, chosen from courses in Biology, Chemistry, Mathematics, Physics, Science Survey

II MAJOR REQUIREMENTS

In addition to the above prescribed courses, the degree candidate must also complete 10 semester courses in one of three major fields of concentration. A major may be selected from among the following:

1. Field of Humanities, including courses offered in English, Humanities, Languages, Philosophy, Speech
2. Field of Social Studies, including courses offered in Economics, Education, Geography, Government, History, Psychology, Social Studies, Sociology
3. Field of Business Administration, including courses offered in Accounting, Business Administration, Management, Marketing, and Economics

III ELECTIVES

The remaining courses will be elected by the student from among the various offerings of the University to complete 120 semester hours.

Certain of the prescribed courses may be replaced by other courses after written approval has been obtained from the Director of the Evening Division.

A student in the College Evening Division can earn his degree in a minimum of five years by carrying approximately 12 semester hours each semester. The maximum time normally allotted for a student to complete his requirements is eight years.

PRE-LEGAL CURRICULUM

Students who plan to pursue the study of law, after they have earned 90 semester hours of credit in the college departments, will be recommended to the Law School by the Dean of the College provided the quality of their work is considered to be satisfactory.

There are no specific requirements for admission to the Law School; however, the following curriculum is one that is favored by many professional schools. (See also p. 42-43 of this catalogue.)

<i>Fall</i>		<i>First Year*</i>		<i>Spring</i>	
English 1.1	3	English 1.2	3		
History 1.1	3	History 1.2	3		
Humanities	3	Humanities	3		
Social Studies	3	Social Studies	3		
	<hr/>		<hr/>		
	12		12		
		<i>Second Year*</i>			
History 2.3	3	History 2.4	3		
Science	4	Science	4		
Speech	2	Speech	2		
Philosophy 1.1	3	Philosophy 1.4	3		
	<hr/>		<hr/>		
	12		12		

*Third Year**

Accounting 1.1	4	Accounting 1.2	4
Government	2	Government	2
Economics 1.1	3	Economics 1.2	3
Sociology	3	Sociology	3
	<hr/>		<hr/>
	12		12

*Fourth Year**

English 2.5 or 2.7	3	English 2.6 or 2.8	3
Government or Economics	3	Government or Economics	3
Elective	3	Elective	3
	<hr/>		<hr/>
	9		9

* A student need not follow this pattern at the rate indicated. He may set a slower pace for himself if it would be more convenient.

BACHELOR OF SCIENCE IN BUSINESS ADMINISTRATION

The Bachelor of Science in Business Administration degree may be earned by the student attending the Evening College by following the prescribed plan as outlined here:

A. Basic Courses	Semester Hours	
Acct. E1.1-1.2	8	Elementary Accounting
Bus. Adm. E2.1-2.2	6	Business Law
Bus. Adm. E3.1	3	Finance
Econ. E1.1-1.2	6	Principles of Economics
Econ. E2.2	3	Statistics
Eng. E1.1-1.2	6	Rhetoric and Composition
Eng. E2.1	3	Advanced Composition
Eng. E2.2	3	Business English
Govt. E4.1-4.2	6	Government Regulation of Industry
Hist. E1.1-1.2	6	History of Western Europe
Mgmt. E2.1	3	Principles of Management
Mkt. E2.1	3	Principles of Marketing
Psych. E1.1	3	Orientation to Psychology
Psych. E3.5 or E3.6	3	Industrial and Business

Choice of two:

Govt. E1.1-1.2	6	} 12-14
Human. E1.1-1.2	6	
Science E1.1-1.2	8	
Soc. St. E1.1-1.2	6	

B. Major: 30 credits in Advanced courses in Business Administration courses (not included above under Basic Courses). These courses may be in the fields of:

Accounting	}	30
Business Administration		
Economics		
Management		
Marketing		

C. Free electives to bring the total to 120 semester hours.

SATURDAY COURSES

A number of courses in Education, Sociology, and Psychology, which are selected from courses listed in the Graduate Section of the catalogue, are offered on Saturday mornings, and late Monday and Wednesday afternoon during the Fall and Spring Semesters. Although primarily designed to meet the needs of candidates for the degree of Master of Arts in Education, they are open to qualified undergraduates of the Day and Evening Divisions.

ASSOCIATE CERTIFICATES

The Associate certificates in the various fields — liberal arts, science, business administration, and general studies — will be granted to those evening students who have satisfactorily completed 60 semester hours in the appropriate curricula and who do not intend to continue their work toward the completion of their bachelor's degree in the College of Suffolk University. The candidate for this certificate must present his request in writing to the Registrar at the beginning of the semester during which he expects to qualify for it. At least one half of the credits toward the certificate must be earned at Suffolk University.

SUPERVISOR OF NURSES

Many of the requirements for Supervisor of Nurses may be satisfied at Suffolk University. Some courses such as Ward Management, while not offered by the University, may be taken elsewhere and the credit transferred to the university records here.

LABORATORY DIRECTORS

In many cases a bachelor's degree is required of laboratory technicians before they can be elevated to a position of Laboratory Director. This University offers courses which will lead to the bachelor's degree appropriate for those seeking advancement toward this position. Advanced standing credit for technical work taken at another institution may be applied toward this bachelor's degree.

ADULT EDUCATION

From the time it was founded, the policy of Suffolk University has been to offer adequate educational facilities during the evening hours to those who must work during the day and who find it to their professional advantage to have a bachelor's degree from an educational institution of prominence.

In addition to this group there is a large number of employed adults who do not need to work for a degree, but who instead want to improve their cultural attainments and professional techniques by attending selected courses and who have the time to devote one or possibly two evenings a week toward this end.

To meet this popular demand, Suffolk University in its division of Adult Education is offering courses which meet one night or two nights a week, Monday through Thursday. These courses include Accounting, Business Administration, Literature, Government, Public Speaking, Education, Languages, Science, Humanities, Sociology, Psychology, and others.

The person who is interested in studying in the Adult Education program is free to enroll in any course which he feels will serve his needs and the usual prerequisites for the course are waived in his case particularly since work experience is frequently equivalent to the formal prerequisites. Tedious admission procedure is eliminated.

Every course listed in this bulletin is open to the Adult Education student. If the course is listed for two semester hours credit it meets one night a week. Those listed for three semester hours credit meet two nights per week.

The tuition for a course in the Adult Education program is calculated on the basis of \$20 per indicated semester hour. On this basis the majority of the courses will have a tuition of \$60. No other fees are assessed except in the case of a laboratory science. In this case the normal laboratory fee is charged.

Further information may be had by addressing the Director of the Evening Session.

COURSES OF INSTRUCTION

ACCOUNTING

For major and minor refer to statement covering all requirements for a degree in Business Administration.

Accounting E1.1-E1.2 — Elementary Accounting

2 terms — 8 semester hours

The basic fundamentals of accounting are defined, explained, and illustrated. Subjects covered include: basic accounting statements, development and operation of accounts, books of original entry, controlling accounts, work-sheets, and introduction to partnerships and corporations. No previous knowledge of bookkeeping required.

Accounting E2.1-E2.2 — Intermediate Accounting Problems

2 terms — 6 semester hours

An intensive study is made of the accounting statements, including problems of form, content and evaluation. Advanced problems with respect to corporations are covered in detail. Analysis of the Balance Sheet and Profit Statement are made. *Prerequisite: Acct. 1.2*

Accounting E2.6 — Administrative Accounting

1 term — 3 semester hours

Principles and methods of budgeting, estimating income, and operating budgetary control systems. Analysis of financial statements and determination of ratios. *Prerequisite: Acct. 3.2*

Accounting E3.1-E3.2 — Cost Accounting

2 terms — 6 semester hours

Accounting in a manufacturing business for materials, labor, and manufacturing expenses. Job order, process and standard cost systems are studied. *Prerequisite: Acct. 1.2*

Accounting E3.3-E3.4 — Advanced Accounting Problems

2 terms — 6 semester hours

Advanced problems having to do with partnerships, consignments, installment sales, insurance, statement of affairs, receiver's affairs, realization and liquidation report, branch accounting, parent and subsidiary accounting, consolidation balance sheet, surplus statement, profit and loss statement, estates and trusts, and public accounts. *Prerequisite: Acct. 1.2*

Accounting E4.1-E4.2 — Auditing

2 terms — 6 semester hours

A study is made of auditing procedures from the inception of an audit to its completion. The preparation of working papers, financial statements and accompanying comments are studied in the light of modern practice. *Prerequisite: Acct. 3.4*

Accounting E4.3 — Analysis of Financial Statements

1 term — 3 semester hours

Analysis, interpretation, and form of financial statements. Comparative financial statements, trend percentages, standard ratios, working capital, profit and loss statement ratios, and balance sheet ratios are dealt with in detail. *Prerequisite: Acct. 2.2*

Accounting E4.4 — Certified Public Accounting Problems

1 term — 3 semester hours

Intensive review of Certified Public Accounting examination questions and problems. *Prerequisite: Acct. 3.4*

Accounting E4.5-E4.6 — Federal and State Taxation

2 terms — 6 semester hours

The main emphasis of the course is upon the Federal and Massachusetts income tax laws and procedures. Practical situations and the preparation of tax returns are discussed and illustrated. The problems of individuals, partnerships, corporations, estates, and trusts are considered in detail. *Prerequisite: Acct. 1.2*

Accounting E4.7 — Municipal and Governmental Accounting

1 term — 3 semester hours

A presentation of the elementary principles of governmental accounting: classification of revenue and expenditure accounts, budgeting procedures, various types of funds, and financial reports. *Prerequisite: Acct. 1.2*

Accounting E4.8 — System Building

1 term — 3 semester hours

A study of the steps necessary in the preparation of an adequate accounting system for a business enterprise. *Prerequisite: Acct. 3.4*

BIOLOGY

Biology E1.1 — General Botany

1 term — 4 semester hours

The general principles of biology. The morphology, physiology, reproductive behavior, and evolutionary relations of the main types of plants. Lectures and laboratory.

Biology E1.2 — General Zoology

1 term — 4 semester hours

A comprehensive survey of the animal kingdom. The morphology, physiology, reproductive behavior and evolution of the main types of animals. Emphasis is placed on the physical nature and functions of man. Lectures and laboratory. *Prerequisite: Biology E1.1*

Biology E2.1 — Comparative Anatomy of Vertebrates

1 term — 4 semester hours

The morphology and phylogeny of vertebrates showing the relations between the organs and systems of the different classes of animals with backbones. Lectures and laboratory. *Prerequisite: Biology 1.2*

Biology E3.2 — Comparative Physiology

1 term — 4 semester hours

The chemistry and physics of protoplasm. General metabolism and energy exchanges. Muscle and nerve function. Lectures and demonstrations. *Prerequisite: Biology 1.2 and Chemistry 2.1.* Given in alternate years with Biology 2.1

BUSINESS ADMINISTRATION

Business Administration E1.1 — Introduction to Business

1 term — 3 semester hours

The first course in business. A general survey of the whole field of business through which the student chooses his major field of concentration.

Business Administration E2.1 — Business Law

1 term — 3 semester hours

Introduction to Business Law: nature and sources of law, courts and court procedure, crimes and torts; contracts; agency; labor relations; insurance; and bankruptcy.

Business Administration E2.2 — Business Law

1 term — 3 semester hours

Partnerships; corporations; property; sales; and negotiable instruments. *Prerequisite: Bus. Adm. 2.1*

Business Administration E3.1 — Finance

1 term — 3 semester hours

A study of the functions of business finance. Representative topics include: forms of business organization; acquiring and administering funds of business firms; types of instruments of corporate finance; stock exchanges, investment bankers and their regulation; problems of expansion, reorganization and liquidation of business enterprises.

Business Administration E3.5 — General Insurance

1 term — 3 semester hours

Discusses the theory, practice, and problems of risk-bearing in business. Life, property, and casualty insurance, and corporate suretyship are considered. Designed for those who wish a general knowledge of insurance for practical assistance in their business problems.

Business Administration E3.6 — Principles of Investments

1 term — 3 semester hours

The proper investment of funds by individuals, institutions, and investment bankers. Subjects covered include the analysis of types of investments, the mechanics of investing as well as the means by which future security market trends are forecast. *Prerequisite: Bus. Ad. E3.1*

Business Administration E3.7 — Real Estate

1 term — 3 semester hours

An examination of principles and practices of land economics involved in ownership, property management and transfer of real estate together with appropriate legal processes and instruments peculiar to real estate business. Also, methods of appraisal of property will be studied.

Business Administration E4.4 — Legal Aspects of Business

1 term — 3 semester hours

Review course designed primarily for students contemplating taking the Certified Public Accounting examinations. Open to others with the permission of the instructor.

CHEMISTRY

Chemistry E1.1-E1.2 — General Inorganic Chemistry

2 terms — 8 semester hours

The fundamental principles of chemical science. The nature and behavior of the major elements and their more important compounds. Lectures and laboratory.

Chemistry E2.1 — Organic Chemistry

1 term — 4 semester hours

The preparation, properties, structure and uses of aliphatic and aromatic compounds. A course for pre-dental, pre-medical and other students of natural science. The first semester of this course satisfies the requirements of students who need only four semester hours in organic chemistry. Two and one-half hours of lecture and three hours of laboratory per week. *Prerequisite: Chemistry 1.2*

Chemistry 3.1 — Analytical Chemistry (Qualitative Analysis and Introductory Quantitative Analysis)

1 term — 4 semester hours

The lectures cover the principles of analytical chemistry appropriate for the first course in this field. The laboratory work applies principles and develops technique. Two hours of lecture and three hours of laboratory per week. *Prerequisite: Chemistry 1.2. Mathematics 1.3 is desirable.*

ECONOMICS

Economics E1.1-E1.2 — Principles of Economics

2 terms — 6 semester hours

This course is designed to provide the basic tools of economic analysis and to acquaint the student with the structure of contemporary economic society and the processes of production, distribution, and consumption. The basic principles are applied to simple problems in the fields of business management, money and banking, public finance, labor and international trade. *Econ. E1.1 prerequisite to Economics E1.2*

Economics E2.2 — Introduction to Statistics

1 term — 3 semester hours

A survey of statistical material and techniques, with special reference to economic and business data. Attention is given to methods of collecting,

tabulating, charting, and analyzing statistical data; frequency distribution, elementary probability, and simple correlation are covered. *Required for all Majors and Minors in Economics.*

Economics E3.1-E3.2 — History of Economic Thought

2 terms — 6 semester hours

Development of economic thought with particular emphasis on the contributions of classical and neo-classical economists to modern economic theory; contemporary economic ideology. *Econ. E3.1 is a prerequisite for Econ. E3.2*

Economics E3.3 — Money and Banking

1 term — 3 semester hours

The nature and functions of money and credit; structure of the commercial banking and Federal Reserve banking systems; modern theoretical devices of monetary analysis and monetary theories.

Economics E4.1-E4.2 — Labor Economics

2 terms — 6 semester hours

The development of trade unionism in the United States; changing relationships between labor and management, labor legislation and its consequences for workers, employers, and consumers; and economics of wage determination, employment, and social security.

Economics E4.3 — Business Cycles

1 term — 3 semester hours

Economic fluctuations considered briefly in their historical aspect. Theories of the Business Cycle; discussion of proposed policies for dealing with business cycle problems. *Prerequisite: Economics 3.3*

EDUCATION

Other courses which are listed for day or graduate students may be offered late in the afternoon or on Saturdays. See Section A and C.

Education E2.1 — Introduction to the Study of Education

1 term — 3 semester hours

A survey of the educational system of the United States. Consideration of its development from Colonial times to the present; introduction

to its present trends, policies, and problems. A first course for prospective teachers.

Education E3.1 — Educational Psychology

1 term — 3 semester hours

A survey of the principles of educational psychology as they have been developed in the study of the educative processes in the classroom.

Education E3.2 — Philosophy of Education

1 term — 3 semester hours

An examination of current educational issues as they arise from philosophical foundations. An opportunity to develop a consistent philosophy of education.

Education E3.5 — Child Psychology 1 term — 3 semester hours

Emphasis upon the child as a whole, with major divisions of the course dealing with physical, mental, social and emotional development.

ENGLISH

English E1.1-E1.2 — Rhetoric and Composition

2 term — 6 semester hours

The fundamental, indispensable course. It begins with a review of grammatical technique, including diagramming, and proceeds through a presentation of the basic principles of thought organization and outlining and the disciplines of good narrative, description, and expository writing. Frequent short themes are required and model prose is studied. Required of all freshmen first and second semesters.

English E1.4 — Understanding Literature

1 term — 3 semester hours

A discussion of the basic qualities of literature as literature. A study of selected literary types to increase the student's capacity for appreciating good literature. An attempt to teach the student how to read intelligently the poem, prose fiction, and drama through a study of techniques. *Prerequisite: English 1.2*

English E2.1 — Advanced Composition

1 term — 3 semester hours

Thorough training in the mastery of the more difficult problems of controlling material in the larger units of sustained discourse and in the development of attractive individual style. Preparation of book reviews, editorials, feature articles, essays, stories, and other types of prose. Extensive writing according to the pattern of contemporary novels. *Prerequisite: English 1.2*

English E2.2 — Business English

1 term — 3 semester hours

A special course for students preparing for business administration. The course is so planned as to provide discipline in essential techniques of correct, dignified English, and to acquaint the student with the types of correspondence and the psychology employed in business relations. Required of students in Business Administration. *Prerequisite: English E2.1*

English E2.3 — Vocabulary Building

1 term — 3 semester hours

A practical basic course of universal advantage. Description of the helps available for word study precedes an indication of the kind of words to study and the discipline to adopt to appropriate these words. A sketch of the history of the English language includes the contributions from Celtic, Roman, Anglo-Saxon, Danish, Norman, and French cultures. The major concentration is upon prefixes and suffixes, word origins, word analysis, synonyms, antonyms, figures of speech, good usage, general vocabulary, and the vocabularies of various activities and professions.

English E2.7-E2.8 — History of English Literature

2 terms — 6 semester hours

A survey of the English literary product of the British Isles from the beginning to the present and its development in relation to English life and history. While chronology, language, versification, and prose styles receive attention, the major and the secondary literary products are examined in detail, with descriptions, of the periods in which they were produced. Representative selections are studied throughout the course as an introduction to appreciation of literature. Basic for all special courses in English literature. *Prerequisite: English E1.2*

English E2.5-E2.6 — History of American Literature

2 terms — 6 semester hours

A survey of the literary products of America from Colonial times to the present, together with a detailed study of the more important writers who have stood the test of time. Advantage is taken of this locality to stress the inspiring historical backgrounds and the literary memorials in which this vicinity abounds. Extensive reading assignments accompany class lectures. *Prerequisite: English E1.2*

English E3.3-E3.4 — Great Books of World Literature

2 terms — 6 semester hours

A study of selected literary masterpieces from ancient times to the present. First semester includes *The Iliad*, *The Aeneid*, *The Bible* (selections), *Madame Bovary*, selected dramas of Ibsen, and *Anna Karenina*. Second semester includes *The Odyssey*, *The Inferno*, *Don Quixote*, *Candide*, *Faust*, and *Crime and Punishment*. These lists may vary at the discretion of the instructor. *Prerequisite: English 1.2*

FRENCH

French E1.1-E1.2 — Elementary French

2 terms — 6 semester hours

Essentials of grammar, practice in oral use of the language, and reading of simple French texts.

French E2.1-E2.2 — Intermediate French

2 terms — 6 semester hours

Reading of stories and plays: review of grammar and composition. *Prerequisite: French E1.2 or its equivalent.*

GEOGRAPHY

Geography E4.8-E4.9 — Geography of World Culture and Human Relations

2 terms — 6 semester hours

A course showing the influence of the geographic factors — topography and climate — on the patterns of culture and the daily activities of the peoples of the Asiatic environs.

GOVERNMENT

Government E1.1 — American Government

1 term — 3 semester hours

The aim of this course is to acquaint the student with the development and operation of the U.S. Government, stressing an understanding of the Federal Constitution, legislation procedure, powers and duties of the executive, the importance of the judiciary, and the structure and functioning of political parties.

Government E1.2 — Comparative Government

1 term — 3 semester hours

The governmental forms of important nations are studied and are compared, especially in the light of contemporary developments. Sufficient historical material is included in the course to provide a basis for understanding democratic methods and the differences between democracy and other political philosophies.

Government E2.1-E2.2 — American Constitutional Government

2 terms — 6 semester hours

This course provides a comprehensive study of the history and growth of American constitutional government. It will consider the constitutional problems faced by succeeding administrations and the solutions found to such problems. *Prerequisite: Govt. 1.1 or with the approval of the instructor.*

Government E2.3-E2.4 — Contemporary Foreign Policy of U. S.

2 terms — 6 semester hours

Part I — A study of the formation and implementation of the United States foreign policy: the organization of the State Department; its relations with Congress and the President; the effects of our foreign policy on domestic issues and on other nations.

Part II — A study of the contemporary foreign policy of the United States and the effect of our domestic policies and of the foreign policies of other great world powers upon U. S. foreign policy. A study of diplomatic procedure and the processes of international settlement of disputes through negotiations, mediations, arbitration and adjudication will be included. *Prerequisite: Govt. 1.1*

Government E3.2 — Public Administration

1 term — 3 semester hours

Introduction to the place of administration in American political system, including theory and formulation of policy, problems or organization.

Government E3.3-E3.4 — Political Theory

2 terms — 6 semester hours

A study of ancient and medieval political thought: Plato, Aristotle, the Scholastics, Machiavelli. A study of modern political thought: Locke, Rousseau, Hobbes, Marx and contemporary philosophers. Emphasis throughout on the State, freedom, revolution, law, constitution, and property.

Government E3.5 — American Parties and Politics

1 term — 3 semester hours

The development of the American party system; the organization of political parties; the political machine; bosses and the spoils system; pressure groups; the nomination of candidates; the conduct of campaigns in the elective process.

Government E3.6 — State and Local Government in the United States

1 term — 3 semester hours

The development, structure and functions of state and municipal government; relations between state, local, and national government; interstate relations. The mayor-council, council-manager, and commission forms of local government will be considered.

Government E3.11-E3.12 — International Relations

2 terms — 6 semester hours

This course deals with principal forces in international politics and institutions of international cooperation. Problems of security, imperialism, and nationalism as well as trends in international organization are treated.

Government E4.1-E4.2 — Government Regulation of Industry

2 terms — 6 semester hours

This course surveys the cause for and development of government regulation of industry in the United States.

HISTORY

History E1.1-E1.2 — History of Western Europe from Ancient Times to the Present 2 terms — 6 semester hours

A survey of European history from ancient times to the present. Lectures will emphasize the political, social, and economic aspects of European development.

History E2.3-E2.4 — American History 2 terms — 6 semester hours

A broad survey of United States history beginning with the Century of Exploration down to the present. Topics to be considered will include the founding of the colonies; struggle for the continent; process of western expansion; Civil War and Reconstruction; economic development; growth of internationalism and its effect through two world wars.

History E2.7-E2.8 — English History 2 terms — 6 semester hours

A general survey of the political, social, economic, constitutional, and intellectual development of England from Celtic times to the present. Stress is placed upon the evolution of the Empire, the transition from aristocracy to democracy, the cultural contribution of the English people, and their position in world affairs today.

History E4.7-E4.8 — Problems of History of Western Civilization 2 terms — 6 semester hours

Problems selected to promote an awareness of the development and change in the principal aspects of the cultural tradition of the western world. Intended for students who already have a reasonable familiarity with a purely historical approach.

HUMANITIES

Humanities E1.1-E1.2 — Introduction to the Humanities 2 terms — 6 semester hours

The course is intended to serve as a contribution to the student's general education. The lectures are arranged to explain certain important stages in the development of modern western ideas. Through these lectures and an extensive reading list, the student gains an acquaintance with the development of western culture and an understanding of the broad field of the Humanities, including literature, fine arts, religious and philosophic thought.

MANAGEMENT

Management E2.1 — Principles of Management

1 term — 3 semester hours

The principles and techniques underlying the successful organization and management of business activities. Management problems; planning and developing the organization; departmental functions; the operation of merchandise, sales, financial, and production departments; selection and training of personnel; incentives; methods of securing better results; expense problems; control methods.

Management E3.1 — Personnel Administration

1 term — 3 semester hours

Special emphasis is placed upon the methods of securing the utmost in employer-employee loyalty and cooperation. The organization and operation of personnel relations in business are considered in the light of modern labor and management problems. *Prerequisite: Management 2.1*

Management E3.2 — Sales Management

1 term — 3 semester hours

The appraisal of both new and established trends in measuring the sales manager's job, reducing cost of distribution, line and functional types of organization, budgets based on research in market potentials, selective selling, selecting and training salesmen, and incentive methods. *Prerequisites: Management 2.1 and Marketing 2.1*

Management E4.1 — Industrial Management

1 term — 3 semester hours

Various techniques and methods used in administration of industrial organizations. Problems of relations between employer and employee and methods of adjusting grievances. *Prerequisite: Management 2.1*

Management E4.2 — Transportation 1 term — 3 semester hours

The course is planned to meet the needs of persons who supervise the shipment and receipt of merchandise by the various types of domestic carriers. It includes a study of rates, rate-making, adjustments, freight classification, routing, demurrage, and storage. *Prerequisite: Management 2.1*

Management E4.3 — Motion and Time Study

I term — 3 semester hours

The course is designed to present in a scientific manner time and motion study as a basic tool in industrial management. Included in the subjects considered are the following: The scope of time and motion study, process chart analysis; micromotion study and therbligs, memo-motion study, time study rating. The course covers the approach to problems ranging from office systems to routine jobs. *Prerequisite: Management 2.1*

Management E4.4 — Organization and Operation of Small Business

I term — 3 semester hours

A study of business opportunities in a small business, organizing, financing, and operating your own business.

MARKETING

Marketing E2.1 — Marketing

I term — 3 semester hours

The policies involved in marketing based on fundamental principles with specialized and technical subjects in market analysis, industrial marketing, and relations of marketing to other fields of business.

Marketing E3.1 — Principles of Salesmanship

I term — 3 semester hours

Methods of successful selling based on fundamentals applied to the various fields of salesmanship. *Prerequisite: Marketing 2.1*

Marketing E3.2 — Principles of Advertising

I term — 3 semester hours

The function of this course is to provide the necessary background to meet most of the advertising situations of the present day. Detailed consideration is given to such topics as customer appeal via radio, newspapers and magazines, and other means of advertising. *Prerequisite: Marketing 2.1*

Marketing E3.5 — Wholesaling

I term — 3 semester hours

Analytical study and evaluation of current trends and opportunities in wholesaling; administrative policies and methods; merchandising; warehousing; stock control; order handling; dealer relations. *Prerequisite: Marketing 2.1*

Marketing E3.6 — Retailing

1 term — 3 semester hours

The fundamental principles underlying the successful operation of retail stores. Topics covered: recent developments and current trends in retailing; general merchandising policies; merchandise departmentalization and classification; sources of merchandise; buying policies and procedure; determination of retail price and price line. *Prerequisite: Marketing 2.1*

Marketing E4.1 — Retail Store Organization and Management

1 term — 3 semester hours

The organization and management of small as well as department, chain, and mail order stores with special emphasis upon specialty and individual unit stores. Store location and layout, personnel training and management, store operation, customer services, store system, and maintenance are considered. *Prerequisite: Marketing 2.1*

Marketing E4.3 — Credits and Collections

1 term — 3 semester hours

Principles and practices observed in wholesale and retail credit granting. Organization and operation of the credit department. *Prerequisite: Marketing 2.1*

Marketing E4.4 — Sales and Market Research

1 term — 3 semester hours

Methods of planning and carrying out market research surveys including the determination of market potentials, selection of territories, establishment of quotas; new product studies; methods of testing sales campaigns, dealer reactions and consumer preferences; determination of effective channels of distribution; evaluation of competitive strength. *Prerequisite: Marketing 2.1*

MATHEMATICS**Mathematics E1.3 — College Algebra** 1 term — 3 semester hours

A rapid review of High School Algebra on through quadratics; functions; systems of linear equations; mathematical induction; binomial theorem; elementary theory of equations; determinants; infinite series; permutations; combinations; probability.

Mathematics E1.4 — Trigonometry and Introduction to Analytical Geometry 1 term — 3 semester hours

Angles; trigonometric functions; linear interpolations; right angles; identities; logarithms; multiple angles; inverse trigonometric functions; reduction formulas; laws of sines, cosines and tangents; oblique triangles; slope of a line; intersection of lines; and ratio and locus problems. *Prerequisite: 2 years of High School Algebra and Plane Geometry.*

PHILOSOPHY

Philosophy E1.1 — Elementary Logic 1 term — 3 semester hours

A study of the forms and laws of thoughts, syllogistic argument and fallacies encountered in reasoning. Methods of scientific investigation, diagrammatic, and philosophical logic.

Philosophy E1.3 — Ethics 1 term — 3 semester hours

A critical introduction to ethical theories.

Philosophy E1.4 — Introduction to Philosophy 1 term — 3 semester hours

An introductory study intended to orient the student in philosophical thought.

Philosophy E3.1 — Problems of Philosophy 1 term — 3 semester hours

A study of the persistent problems of philosophy together with solutions offered by various schools of thought.

Philosophy E4.3 — Seminar in Philosophy 1 term — 3 semester hours

The philosophy of Science. Will treat such men as Copernicus, Comte, Mach, Poincare, Darwin, Bergson, Freud, Whitehead, Jeans, Eddington, Einstein, Compton, and Planck. *Previous work in philosophy or science is desirable.*

Philosophy E4.4 — Seminar in Philosophy 1 term — 3 semester hours

An historical development of the major schools of American philosophy. Emphasis will be upon the more outstanding figures in American Philosophy as Emerson, Browne, Royce, James, Perry, and Santayana.

PHYSICS

Physics E1.1-E1.2 — General Physics

2 terms — 8 semester hours

An introductory course covering the principles of mechanics, heat, sound, light, electricity and magnetism. Lectures and laboratory.

PSYCHOLOGY

Psychology E1.1-E1.2 — Orientation to Psychology

2 terms — 6 semester hours

An introductory course which develops an understanding of the various methods, principles, and fields in the science of human behavior, and offers to those who are interested in psychological work a chance to take tests relevant to their suitability for the various professional fields in psychology. Covers motivations, emotion, conflict, the senses, learning, thinking, personality, intelligence, vocational psychology, social psychology, and physiological psychology. Reference will be made in the lectures to specific occupational opportunities in psychology.

Psychology E2.1 — Psychology of Adjustment

1 term — 3 semester hours

Develops understanding of man's adjustment internally and to his environment. Covers the origins and modification of behavior, motivation, adjustment mechanism, psychoneuroses, organic factors in personality, and applications of mental hygiene. Useful to those who wish to understand human behavior; to lawyers, physicians, teachers, or supervisors; and to those who will engage directly in psychological work. *Recommended prerequisite: Psychology E1.1*

Psychology E3.5-E3.6 — Industrial and Business Psychology

2 terms — 6 semester hours

Develops an understanding of the psychological techniques that are practical for industry and business. Covers employee testing and interviewing, training of employees, merit rating, wages and job evaluation, fatigue, safety, attitudes and morale, and the psychology of advertising, selling, market research, and public relations. Useful to executives, foremen, industrial psychologists, employment interviewers, sales managers, advertising men, and personnel managers. *Recommended prerequisites: Psychology E1.1 or E1.2.*

Psychology E4.1 — Abnormal Psychology

1 term — 3 semester hours

The dynamics of abnormal behavior are studied, particularly as exemplified in the neuroses and in the organic functional psychoses. Case material is presented to illustrate the various types of behavior and to familiarize the student with clinical procedure. Various speculative, clinical, and experimental approaches to the understanding of abnormal behavior are evaluated and applied to case material. *Prerequisites: Psychology E1.1 or E1.2.*

SCIENCE

Science E1.1 — Introduction to Science

1 term — 4 semester hours

A brief survey of the nature of the universe and its contents, with reference to the laws regulating the behavior and inter-relations of astronomical bodies; the composition of the earth and the history of the changes which it has undergone; the nature of the atmosphere and its relation to winds and the weather; the basic principles of mechanics, wave motion, sound, heat, light, magnetism, and electricity.

Science E1.2 — Introduction to Science

1 term — 4 semester hours

The nature of atoms, elements, and compounds, and the principles of chemical reactions; the key types of organic compounds and their relation to living systems; a brief survey of the plant and animal kingdoms; and a description of the structure and function of the organs and systems of the higher plants and animals.

SOCIAL STUDIES

Social Studies E1.1-E1.2 — Introduction to Social Studies

2 terms — 6 semester hours

This course is designed to introduce the student to the whole field of social science. It presents to the student the problems of contemporary society, and shows in what way economics, sociology, and political science contribute to an understanding and possible solution of these problems.

SOCIOLOGY

Sociology E1.1-E1.2 — Introductory Sociology

2 terms — 6 semester hours

A study of the basic realities of culture. Folkways, mores, laws and institutions. The social nature of invention, diffusion and integration. Culture patterns and culture areas. The nature of the group. Caste and class. Race and race conscious groups. Social organization and disorganization. Population problems. The community as an ecological and as a cultural unit. Basic and service institutions within the framework of community life. The adaptive social processes. The processes of social conflict. The question of social progress in long-term perspective.

Sociology E2.1 — Rural-Urban Sociology

1 term — 3 semester hours

Typical historic community types, such as the Russian mir, the Norman manor and the Medieval city. The rise of the modern metropolis. The rural heritage of American life. The breakdown of the primary group, leading to the rise of the impersonal, non-family apartment-house living of the modern city. "Rurbanism" as a mutual interpenetration of the city and the rural community. *Prerequisite: Sociology E1.1-E1.2*

Sociology E2.2 — Introduction to the Field of Social Work

1 term — 3 semester hours

A basic course in social welfare and case work, group work and community organization procedures, designed especially to serve the needs of those students intending to pursue graduate instruction in social work. *Prerequisites: Sociology E1.1-E1.2 and Psychology E1.1-E1.2*

Sociology E2.5 — Introduction to Social Welfare

1 term — 3 semester hours

A comprehensive course dealing with the structure — function and principles of the agencies of public assistance, social insurance, recreation group work, correctional, institutional and parole services which handle cases of poverty, sickness and delinquency.

Sociology E3.1 — The Family

1 term — 3 semester hours

The authoritarian and institutional family structures of early societies. The dynamic nature of present family life. Childhood roles of the individual in relation to his chances of marital success. Courtship and mate selection. The husband-wife relationship. Factors conducive to family tension, desertion and divorce. Marriage and family counselling services. *Prerequisite: Sociology E1.1-E1.2*

Sociology E3.2 — Criminology

1 term — 3 semester hours

The punishment of crime in early societies. The Classical school of criminology. The Lombrosian school. Culture conflict in relation to crime. The detection of crime. The trial and sentencing of criminals. Penal institutions — the Pennsylvania system; the Auburn system; the reformatory movement. A series of field trips, from three to six in number, to various penal and correctional institutions will be conducted during this course.

Sociology E3.3-E3.4 — Social and Cultural Anthropology

2 terms — 6 semester hours

A study of the customs, practices, beliefs, institutions, and social organization of primitive peoples with special reference to the role of culture in shaping personality. *Prerequisite: Sociology E1.1-E1.2*

Sociology E4.1 — Social Problems

1 term — 6 semester hours

The dynamic nature of modern western society. The interrelationship of individual and social disorganization. Individual problems, such as juvenile delinquency, prostitution, feeble-mindedness, mental defect, unemployment, and suicide, will be studied in some detail. A series of field trips, from three to six in number, to social settlements, community centers, hospitals for the mentally ill, and kindred institutions will be conducted in connection with this course. *Prerequisite: 6 semester hours of Sociology.*

Sociology E4.2 — Social Problems

1 term — 3 semester hours

Problems of family and community life will be considered in their institutional and ecological setting. Problems involving cultural lag and culture conflict, differing definitions of the mores, the question of civil liberty, and the broader aspects of national and world disorganization will form the substance of this course. A series of field trips, from three to six in number will be conducted. *Prerequisites: 6 semester hours of Sociology.*

Sociology E4.35 — Social Development of Emotionally Healthy Children and Youth

3 semester hours

With the Report of the 1950 White House Conference on Children and Youth as the basis, the course aims to aid teachers, parents, social

workers, and all students about how to make use of the recent knowledge on the healthy development of personality in all youth.

Sociology E4.7 — Sociological Techniques of Counseling

1 term — 3 semester hours

A course for all interested in the process of counseling whether student, teacher, or business person. It aims to train persons to help those with problems achieve more desirable goals. It demonstrates the importance of trained assistance in solving personal problems and setting up important objectives in each individual's plans for the future.

Sociology E4.9-E4.10 — Personal Adjustment and Mental Health

2 terms — 6 semester hours

A course in the principles of mental health which when applied in daily living will help a person to adjust day by day situations as they develop and, therefore, better to understand his relationship to himself.

SPANISH

Spanish E1.1-E1.2 — Elementary Spanish

2 terms — 6 semester hours

Designed to acquaint the student with the basic grammar and introduce him to conversation and reading.

Spanish E2.1-E2.2 — Intermediate Spanish

2 terms — 6 semester hours

Designed to give the student proficiency in grammar, in basic conversation and a fluency in reading of Spanish literature. *Prerequisite: Spanish E1.2 or its equivalent.*

SPEECH

Speech E1.1 — Public Speaking

1 term — 3 semester hours

Practical course for beginning students, designed to develop skill in the preparation and delivery of public speeches. Speech materials, organiza-

tion, composition, and delivery; expository and persuasive talks on selected topics.

Speech E1.2 — Argumentation and Debate

1 term — 3 semester hours

Basic principles of discussion, debate, and parliamentary procedure. Selection and analysis of the proposition, evidence, fallacies and briefing. Short argumentative talks and debates; panel discussions of contemporary problems.

Speech E1.3 — Voice and Diction

1 term — 3 semester hours

Physiology and hygiene of the voice; breath control phonation, resonance, articulation; English vowels, consonants and diphthongs. A theory and drill course for the improvement of the normal speaking voice.

Speech E2.2 — Oral Interpretation of Literature

1 term — 3 semester hours

Principles of interpretation; analysis and oral reading of prose literature and verse. Development of adequate mental and emotional responsiveness to literature and the ability to communicate this appreciation to others by oral reading.

Speech E2.4 — Business and Professional Speaking

1 term — 3 semester hours

The business conference; interviews; preparation and delivery of oral reports; persuasion; sales and promotional speeches; the good will speech. Preparation and delivery of the common types of business and semi-public speeches.

Speech E2.6 — Persuasion

1 term — 3 semester hours

A study of the non-logical bases of human motivation; basic principles involved in influencing the belief and action of audience adaption, establishing and holding attention and interest, motivation and suggestion.

SECTION C

GRADUATE REGULATIONS AND COURSES OF STUDY

HISTORY OF GRADUATE DEPARTMENT

The first graduate degree in course was conferred by the University at the end of January 1950. Only two persons received this degree, but they were the forerunners of a large group of active candidates who received their degrees at subsequent Commencements or shall receive their advanced degrees very soon. At the June 1954 Commencement, forty-seven candidates had conferred upon them the Master of Arts and the Master of Science degrees. All of these holders of advanced degrees give promise of becoming leaders in their respective fields.

During the year of 1948, when the University achieved a post World War II reorganization and stabilization with a fine degree of controlled expansion, formal graduate courses were offered. The enrollment was small then but it has steadily grown until now there are approximately sixty students actively engaged in graduate study.

PURPOSE AND GENERAL REQUIREMENTS

The Graduate Department, a division of Suffolk University, offers advanced study for students who have bachelor's degrees from the university or from other approved educational institutions.

A requirement for the status of degree candidate at the graduate level is an undergraduate program of study equivalent to either the A.B. or B.S. degree (in the case of M.A. in Ed. candidates) or the B.S. in B.A. degree (in the case of M.S. in B.A. candidates) conferred by Suffolk University.

The purpose of the division is to offer facilities for advanced study and research so that the students may receive a comprehensive view of the field of knowledge in which they are working. Here, also, students may acquire the technique needed to give quality to constructive imagination for independent investigation in their fields of interest.

Through its graduate courses, the Department furnishes advanced preparation for those who are planning to become teachers of academic subjects and leaders in education and business.

Candidates for the Master of Arts and Master of Science Degree must complete a program of study approved by their major department head, their faculty sponsor and the Dean.

Candidates for the Master of Arts Degree must demonstrate a reading knowledge in at least one modern foreign language for all departments except education.

MAJOR DEPARTMENTS OF STUDY

The field in which the Degree of Master of Arts may be taken is Education.

As circumstances warrant it and should sufficient demand arise, graduate work will be offered in other departments. Sociology and Government may be added soon.

The division also offers courses leading to the Degree of Master of Science in Business Administration.

ADMISSION AND REGISTRATION REGULATIONS

A prospective student seeking admission to the Graduate Department should proceed as follows:

Each applicant must file an application form and have transcripts from all other colleges attended sent directly to the Registrar's Office.

Applicant should show evidence that he is prepared to do acceptable graduate work. This is determined through interviews with the Registrar and the chairman of the major department.

The applicant is expected to furnish letters from two persons who can write with certainty about his preparation for graduate work.

The applicant will be informed by the Registrar, in writing, whether he has been accepted for graduate study at Suffolk University.

GENERAL REQUIREMENTS FOR THE MASTER OF ARTS IN EDUCATION DEGREE

One year of residence and the completion of thirty hours of graduate work are required.

Upon termination of his course requirements, the candidate will be given a written examination in the field of education. This examination will concern itself with three basic subject matter areas: Educational Administration, Educational Sociology, and Educational Philosophy.

GENERAL REQUIREMENTS FOR THE MASTER OF SCIENCE DEGREE IN BUSINESS ADMINISTRATION

The Graduate Department offers courses leading to the Degree of Master of Science in Business Administration.

The requirements for this degree are the same as for the Degree of Master of Arts, except that knowledge of a foreign language is ordinarily not required.

Thesis: Suffolk University requires writing of a thesis as one of the requirements for a Master of Science Degree in Business Administration because of the experience it gives in assembling and analyzing materials and in presenting the resulting conclusions and philosophies in "book" form.

The thesis work, generally taken in conjunction with enrollment in a research course, allows the student to select his own problem — in which he may have a latent interest, approach it from his personal point of view, and complete his study, expanding it or delimiting it as he sees fit. When the study has been concluded and approved by the faculty sponsor, the high degree of personal satisfaction and self-esteem of the graduate student can not be estimated — particularly when it is found that the study can be given immediate application by the student and the benefits extended into the community from which he comes.

When the graduate student notifies the Dean that he is ready to think about his thesis project, he will be assigned to a faculty member to whom he may go for advice and direction. For the records, the faculty advisor or sponsor will approve the thesis topic and then the student can intensify his effort in this direction.

At the appropriate time the faculty sponsor will advise the student that his study is ready for its final reading. This procedure should be concluded six weeks before graduation.

Two bound copies of the thesis are to be submitted to the Dean two weeks before graduation. Frequently the student wants a third bound copy for himself.

GRADING SYSTEM

All grades will be based on the following marking system:

A 90-100%	F Below 60%
B 80-89%	I, IP, IF Incomplete
C 70-79%	W, WP, WF Withdrawn
D 60-69%	

Graduate credit will not be given for courses in which a grade lower than B is received.

TRANSFER CREDITS

Six semester hours of graduate residence credits of B quality or better are the maximum amount of advanced standing credits that can be accepted for work completed at other approved institutions. Under no circumstances will extension work, or courses by correspondence, from other institutions be accepted.

STATUTES OF LIMITATION

Work for the Master's Degree must be completed within five years after graduate course work has started.

A graduate student is not permitted to enroll for more than 6 semester hours of credit in extension courses sponsored by Suffolk University.

PRE-REGISTRATION IN GRADUATE DEPARTMENTS

A Suffolk University undergraduate who is certified by the Registrar as needing nine semester hours or less to meet his degree requirements may be granted permission by the graduate committee to pre-register for graduate credit in a limited number of courses, provided he meets all of the other admission requirements.

In no case should the student thus registered enroll in more than a total of five courses.

GRADUATE STUDY IN THE SUMMER

The summer session provides many graduate students, particularly teachers in public schools, a full-time opportunity to carry on the work toward the master's degree. Also, courses may be taken to strengthen teaching fields or to establish new areas.

COURSES OF INSTRUCTION

GRADUATE DEPARTMENTS

NOTE: In each of the departments offering graduate work there are certain undergraduate courses of the upper level which may be taken for graduate credit under appropriate arrangements with the head of the department. The courses are listed in the undergraduate section of this bulletin.

ACCOUNTING

For major and minor refer to statement covering all requirements for a degree in Business Administration.

Accounting 1.1-1.2 — Elementary Accounting

2 terms — 8 semester hours

The basic fundamentals of accounting are defined, explained, and illustrated. Subjects covered include: basic accounting statements, development and operation of accounts, books of original entry, controlling

accounts, work-sheets, and introduction to partnerships and corporations. A two hour period each week is spent in the accounting laboratory. No previous knowledge of bookkeeping required. *Not for graduate credit.*

Accounting 2.1-2.2 — Intermediate Accounting Problems

2 terms — 6 semester hours

An intensive study is made of the accounting statements, including problems of form, content, and valuation. Advanced problems with respect to corporations are covered in detail. Analysis of the Balance Sheet and Profit Statement are made. *Prerequisite: Acct. 1.2*

Accounting 2.6 — Administrative Accounting

1 term — 3 semester hours

Principles and methods of budgeting, estimating income, and operating budgetary control systems. Analysis of financial statements and determination of ratios. *Prerequisite: Acct. 3.2*

Accounting 3.1-3.2 — Cost Accounting

2 terms — 6 semester hours

Accounting in a manufacturing business for materials, labor, and manufacturing expenses. Job order, process and standard cost systems are studied. *Prerequisite: Acct. 1.2*

Accounting 3.3-3.4 — Advanced Accounting Problems

2 terms — 6 semester hours

Advanced problems having to do with partnerships, consignments, installment sales, insurance, statement of affairs, receiver's affairs, realization and liquidation report, branch accounting, parent and subsidiary accounting, consolidated balance sheet, surplus statement, profit and loss statement, estates and trusts, and public accounts. *Prerequisite: Acct. 1.2*

Accounting 4.1-4.2 — Auditing

2 terms — 6 semester hours

A study is made of auditing procedures from the inception of an audit to its completion. The preparation of working papers, financial statements and accompanying comments are studied in the light of modern practice. *Prerequisite: Acct. 3.4*

Accounting 4.3 — Analysis of Financial Statements

1 term — 3 semester hours

Analysis, interpretation, and form of financial statements. Comparative financial statements, trend percentages, standard ratios, working

capital, profit and loss statement ratios, and balance sheet ratios are dealt with in detail. *Prerequisite: Acct. 3.4*

Accounting 4.4 — Certified Public Accounting Problems

1 term — 3 semester hours

Intensive review of Certified Public Accounting examination questions and problems. *Prerequisite: Acct. 3.4*

Accounting 4.5-4.6 — Federal and State Taxation

2 terms — 6 semester hours

The main emphasis of the course is upon the Federal and Massachusetts income tax laws and procedures. Practical situations and the preparation of tax returns are discussed and illustrated. The problems of individuals, partnerships, corporations, estates, and trusts are considered in detail. *Prerequisite: Acct. 2.2*

Accounting 4.7 — Municipal and Governmental Accounting

1 term — 3 semester hours

A presentation of the elementary principles of governmental accounting; classification of revenue and expenditure accounts, budgeting procedures, various types of funds, and financial reports. *Prerequisite: Acct. 1.2*

Accounting 4.8 — System Building

A study of the steps necessary in the preparation of an adequate accounting system for a business enterprise. *Prerequisite: Acct. 3.4*

BUSINESS ADMINISTRATION

Business Administration 2.1 — Business Law

1 term — 3 semester hours

Introduction to Business Law: nature and sources of law, courts and court procedure, crimes and torts; contracts; agency; labor relations; insurance; and bankruptcy.

Business Administration 2.2 — Business Law

1 term — 3 semester hours

Partnerships; corporations; property; sales; and negotiable instruments. *Prerequisite: Bus. Adm. 2.1*

Business Administration 3.1 — Finance

1 term — 3 semester hours

A study of the functions of business finance. Representative topics include: forms of business organizations; acquiring and administering funds of business firms; types of instruments of corporate finance; stock exchanges, investment bankers and their regulation; problems of expansion, reorganization and liquidation of business enterprises.

Business Administration 3.5 — General Insurance

1 term — 3 semester hours

Discusses the theory, practice, and problems of risk-bearing in business. Life, property, and casualty insurance, and corporate suretyship are considered. Designed for those who wish a general knowledge of insurance for practical assistance in their business problems.

Business Administration 3.6 — Principles of Investments

1 term — 3 semester hours

The proper investment of funds by individuals, institutions, and investment bankers. Subjects covered include the analysis of types of investments, the mechanics of investing as well as the means by which future security market trends are forecast. *Prerequisite: Bus. Adm. 3.1*

Business Administration 3.7 — Real Estate

1 term — 3 semester hours

An examination of principles and practices of land economics involved in ownership, property management and transfer of real estate together with appropriate legal processes and instruments peculiar to real estate business. Also, methods of appraisal of property will be studied.

Business Administration 4.4 — Legal Aspects of Business

1 term — 3 semester hours

Review course designed primarily for students contemplating taking the Certified Public Accounting examinations. Open to others with the permission of the instructor. *Prerequisite: Bus. Adm. 2.1-2.2*

ECONOMICS**Economics 2.2 — Introduction to Statistics**

3 semester hours

A survey of statistical material and techniques, with special reference to economic and business data. Attention is given to methods of collecting, tabulating, charting, and analyzing statistical data; frequency distribution, elementary probability, and simple correlation are covered.

Economics 3.1-3.2 — History of Economic Thought

2 terms — 6 semester hours

Development of economic thought with particular emphasis on the contributions of classical and neo-classical economists to modern economic theory; contemporary economic ideology.

Economics 3.4 — International Trade 1 term — 3 semester hours

The relationship of international trade to the domestic economy of the United States; balance of payments, the gold standard, and exchange equalization funds; maritime policy, reciprocal trade agreements, and tariffs; international economic relations.

Economics 3.5 — Industrial Policy and Market Control

1 term — 3 semester hours

A study of modern industrial organization, dealing primarily with problems of business combinations, market practices, and price making under quasi-monopolistic conditions. The development of public policy in the United States from its common law origins; federal anti-trust legislation and its judicial interpretation; regulation of business practices through the Federal Trade Commission.

Economics 4.1-4.2 — Labor Economics

2 terms — 6 semester hours

The development of trade unionism in the United States; changing relationships between labor and management, labor legislation and its consequences for workers, employers, and consumers; and economics of wage determination, employment, and social security.

Economics 4.5 — Public Utilities

1 term — 3 semester hours

A survey of the objectives, development, and content of the public control of industries "Affected with a public interest." The economics of public service corporations; the economic problems of regulation; state versus federal control; public ownership and competition as an alternative to regulation.

EDUCATION

Candidates for the master's degree in education will be expected to secure from the Graduate Committee approval of their degree plans during their first semester of residence. All candidates are required to elect the following courses: Education 3.2, Education 6.9, and Education 7.0. Candidates who have not had previous professional training and ex-

perience will be required to complete, as part of their program, courses required of undergraduate students in education — elementary or secondary as the individual case suggests. These fundamental requirements will comprise educational psychology, methods of teaching, curriculum development and student teaching. Master's candidates who received such professional training as undergraduates or who are teachers of experience will complete their course requirements by choosing courses listed and offered by the Education Department for graduate credit.

A candidate for a bachelor's degree may receive special permission from the Department and the Dean to register in graduate courses as electives, provided he has met all regular requirements in education for his degree.

Education 3.1 — Educational Psychology

1 term — 3 semester hours

A survey of the principles of educational psychology as they have been developed in the study of the educative processes in the classroom.

Education 3.2 — Philosophy of Education

1 term — 3 semester hours

A survey of the theories of education at various periods in the history of Western Civilization, together with the work of the philosophers responsible for educational progress. The course will include a study of how educational ideas develop and how they reflect the social and cultural achievements of the era in which they appear. It will also examine current educational issues, as they arise from philosophical foundations, to enable the student to develop a consistent personal philosophy of education.

Education 3.5 — Child Psychology

1 term — 3 semester hours

Designed to enable the student to relate the infantile and childhood experiences to personality development. Study of the development of the child's mental and other behavior; the growth of intelligence, social behavior, emotional patterns and personality; the training of children and applications to the teaching process. Required of all students majoring in elementary education.

Education 3.6 — Psychology of Adolescence

1 term — 3 semester hours

Gives a systematic knowledge of the facts and generalizations concerning the growth of children through adolescence. Discussion of the physiological, social, cultural and emotional changes associated with the adolescent years and with individual's development in home, school and com-

munity. Discussion of special problems, such as delinquency and vocational selections, as well as a short introduction to scientific method and elementary statistics emphasizing logical relevance will be included. Required of all students minoring in secondary education.

Education 6.2 — Industrial Arts

This course will re-interpret the philosophical and psychological foundations underlying Industrial Arts and relate them to the constantly changing challenges with which the modern school is beset. It will discuss Industrial Arts as an active source of learning experiences. Special emphasis will not be given to any special Industrial Arts subject but rather to the whole field of Industrial Arts in its relation to general education.

Education 6.3 — Comparative History of Modern Education

1 term — 3 semester hours

The course will survey educational developments in western cultures during the 20th Century. It will include a study of the efforts of educational leaders in the United States to modernize educational practices. It will review developments in European countries that parallel political and social changes. Material in the course should assist the student to develop a personal philosophy of education for the 20th century.

Education 6.4 — Audio-Visual Aids in Education

1 term — 3 semester hours

The values and uses of visual materials and auditory aids. Practice in the use of such aids as maps, charts, film slides, glass slides, recordings and silent or sound motion pictures.

Education 6.5 — Principles of Guidance

1 term — 3 semester hours

It is the aim of this course to explore the entire area of guidance and to select those features as are practical in the inauguration and operation of a school guidance program. Consideration is given to individual counseling, interviewing, testing, evaluating and group guidance as well as to costs and practicability. The course will survey the vocational, educational and psychological aspects of guidance.

Education 6.6 — Counseling

This will be an advanced course in Guidance which will explore and discover that specific part of Guidance which deals with "The Interview." It will discuss the relationship existing between the individual student and the advisor. It should be of particular value to any prospective teacher and especially to those who plan to enter the Guidance field.

Education 7.0 — School Administration — Cases and Concepts

1 term — 3 semester hours

A study of the functions and problems of public school administration. The class will utilize the case study approach to problems and will explore the concepts that will naturally emerge from such considerations. Attention is given to the relationship between federal, state and local governing bodies in education, as well as to such problems as personnel, curriculum, guidance, records, plant operation, finance, and public relations.

Education 7.2 — Problems of Secondary Education

1 term — 3 semester hours

The presentation and attempted solution of some of the important problems facing the teacher in secondary schools: curricula, equipment, organization, administration, and guidance.

Education 7.3 — Administration and Supervision of Elementary Education

1 term — 3 semester hours

Administration and supervision in the elementary school. Open to students of maturity and experience who wish to prepare themselves for principalship or supervisoryship in the elementary school.

Education 7.4 — Administration and Supervision of Secondary Education

1 term — 3 semester hours

Administration and supervision in the Secondary school. Open to students of maturity and experience who wish to prepare themselves for principalship or supervisoryship in the secondary school.

Education 7.7-7.8 — Seminar in Education

2 terms — 6 semester hours

A problems course in which the central themes of the Master's theses are presented for criticism by students and staff members.

Education 8.10 — American Education Today

1 term — 3 semester hours

This is an advanced general course in education. Two-thirds of the time will be spent discussing and critically appraising the democratic ideal as it relates to schools in the United States today. The last third of the course aims to describe current educational practices from the pre-elementary through the entire American school system.

Education 10 — Reading and Research

Advanced individual, intensive study of a problem in the major field of interest. Projects of this sort will be authorized only in unusual circumstances upon the recommendation of the departmental chairman and the approval of the Dean.

GOVERNMENT

Government 2.3-2.4 — Contemporary Foreign Policy of U. S.

2 terms — 6 semester hours

Part I — A study of the formation and implementation of the United States foreign policy: the organization of the State Department; its relations with Congress and the President; the effects of our foreign policy on domestic issues and on other nations.

Part II — A study of the contemporary foreign policy of the United States and the effect of our domestic policies and of the foreign policies of other great world powers upon U. S. foreign policy. A study of diplomatic procedure and the processes of international settlement of disputes through negotiations, mediations, arbitration and adjudication will be included. *Prerequisite: Govt. 1.1*

Government 3.0-3.1 — International Relations

2 terms — 6 semester hours

The Rise of the Western State Systems and the "Balance of Power." A consideration of the nature and problems of the State in the modern world: the origin of its power; the formulation of procedures, diplomacy and the pacific settlement of international disputes.

Government 3.2 — Public Administration

1 term — 3 semester hours

The place of administration in the American political system: its origin in environment and social change; its instruments in attaining objectives; its relation with politics and between federal, state and local governments.

Government 3.3-3.4 — Political Theory

2 terms — 6 semester hours

A study of ancient and medieval political thought: Plato, Aristotle, the Scholastics, Machiavelli. A study of modern political thought: Locke, Rousseau, Hobbes, Marx and other contemporary philosophers. Emphasis throughout on the State, freedom, revolution, law, constitution, and property.

Government 3.5 — American Parties and Politics

1 term — 3 semester hours

The development of the American party system; the organization of political parties; the political machine; bosses and the spoils system; pressure groups; the nomination of candidates; the conduct of campaigns in the elective process.

Government 3.6 — State and Local Government in the United States

1 term — 3 semester hours

The development, structure and functions of state and municipal government; relations between state, local, and national government; inter-state relations. The mayor-council, council-manager, and commission forms of local government will be considered.

Government 3.7 — British Commonwealth of Nations

1 term — 3 semester hours

A concentrated study of the interrelations among the United Kingdom and its colonies, protectorates and dominions: governmental organization; economic agreements; formulation of imperial strategy; relations with the United States; participation in the United Nations.

Government 3.8 — Imperialism

1 term — 3 semester hours

A discussion of the underlying philosophy of imperialism; followed by a tracing of the imperialistic endeavors of the major world powers in modern times.

Government 4.1-4.2 — Government Regulation of Industry

2 terms — 6 semester hours

A consideration of the economic genesis or regulation in the United States: Colonial and constitutional periods: early government controls; Industrial Revolution; regulatory devices; Homestead Act; Sherman Anti-Trust Act; Federal Trade Commission; other influences on regulation. Congressional powers in regulation and control: commerce clause; agencies of regulation; Controls over railroads, industry, labor; New Deal regulation; current trends and needs in regulation.

Government 4.3 — Government and Labor

1 term — 3 semester hours

The development of the legal status of labor unions; labor as a political force; economic and social programs of labor; the influence of public opinion; trends in labor legislation, government regulation of labor, and industrial disputes.

MANAGEMENT

Management 2.1 — Principles of Management

1 term — 3 semester hours

The principles and techniques underlying the successful organization and management of business activities. Management problems; planning and developing the organization; departmental functions; the operation of merchandise, sales, financial, and production departments; selection and training of personnel; incentives; methods of securing better results; expense problems; control methods.

Management 3.1 — Personnel Administration

1 term — 3 semester hours

Special emphasis is placed upon the methods of securing the utmost in employer-employee loyalty and cooperation. The organization and operation of personnel relations in business are considered in the light of modern labor and management problems. *Prerequisite: Management 2.1*

Management 3.2 — Sales Management

1 term — 3 semester hours

The appraisal of both new and established trends in measuring the sales manager's job, reducing cost of distribution, line and functional types of organization, budgets based on research in market potentials, selective selling, selecting and training salesmen, and incentive methods. *Prerequisites: Management 2.1 and Marketing 2.1*

Management 4.1 — Industrial Management

1 term — 3 semester hours

Various techniques and methods used in administration of industrial organizations. Problems of relations between employer and employee and methods of adjusting grievances. *Prerequisite: Management 2.1*

Management 4.2 — Transportation 1 term — 3 semester hours

The course is planned to meet the needs of persons who supervise the shipment and receipt of merchandise by the various types of domestic carriers. It includes a study of rates, rate-making, adjustments, freight classification, routing, demurrage, and storage. *Prerequisite: Management 2.1*

Management 4.3 — Motion and Time Study

1 term — 3 semester hours

The course is designed to present in a scientific manner time and motion study as a basic tool in industrial management. Included in the subjects considered are the following: The scope of time and motion study, process chart analysis; micromotion study and therbligs, memo-motion study, time study rating. The course covers the approach to problems ranging from office systems to routine jobs. *Prerequisite: Management 2.1*

Management 4.4 — Organization and Operation of Small Business

1 term — 3 semester hours

A study of business opportunities in small business, organizing, financing, and operating your own business.

MARKETING

Marketing 2.1 — Marketing 2 terms — 6 semester hours

The policies involved in marketing based on fundamental principles with specialized and technical subjects in market analysis, industrial marketing, and relations of marketing to other fields of business.

Marketing 3.1 — Principles of Salesmanship

1 term — 3 semester hours

Methods of successful selling based on fundamentals applied to the various fields of salesmanship. *Prerequisite: Marketing 2.1*

Marketing 3.2 — Principles of Advertising

1 term — 3 semester hours

The function of this course is to provide the necessary background to meet most of the advertising situations of the present day. Detailed consideration is given to such topics as customer appeal via radio, newspapers and magazines, and other means of advertising. *Prerequisite: Marketing 2.1*

Marketing 3.5 — Wholesaling

1 term — 3 semester hours

Analytical study and evaluation of current trends and opportunities in wholesaling; administrative policies and methods; merchandising; warehousing; stock control; order handling; dealer relations. *Prerequisite: Marketing 2.1*

Marketing 3.6 — Retailing

1 term — 3 semester hours

The fundamental principles underlying the successful operation of retail stores. Topics covered: recent developments and current trends in retailing; general merchandising policies; merchandise departmentalization and classification; sources of merchandise; buying policies and procedure; determination of retail price and price line. *Prerequisite: Marketing 2.1*

Marketing 4.1 — Retail Store Organization and Management

1 term — 3 semester hours

The organization and management of small as well as department, chain, and mail order stores with special emphasis upon speciality and individual unit stores. Store location and layout, personnel training and management, store operation, customer services, store system, and maintenance are considered. *Prerequisite: Marketing 2.1*

Marketing 4.3 — Credits and Collections

1 term — 3 semester hours

Principles and practices observed in wholesale and retail credit granting. Organization and operation of the credit department. *Prerequisite: Marketing 2.1*

Marketing 4.4 — Sales and Market Research

1 term — 3 semester hours

Methods of planning and carrying out market research surveys including the determination of market potentials, selection of territories, establishment of quotas; new product studies; methods of testing sales campaigns, dealer reactions and consumer preferences; determination of effective channels of distribution; evaluation of competitive strength. *Prerequisite: Marketing 2.1*

PSYCHOLOGY

Psychology 3.5-3.6 — Industrial and Business Psychology

2 terms — 6 semester hours

Develops an understanding of the psychological techniques that are practical for industry and business. Covers employee testing and interviewing, training of employees, merit rating, wages and job evaluation, fatigue, safety, attitudes and morale, and the psychology of advertising, selling, market research, and public relations. Useful to executives, foremen, industrial psychologists, employment interviewers, sales managers, advertising men, and personnel managers.

SOCIOLOGY

Sociology 2.5 — Introduction to Social Welfare

1 term — 3 semester hours

A comprehensive course dealing with the structure — function and principles of the agencies of public assistance, social insurance, recreation group work, correctional, institutional and parole services which handle cases of poverty, sickness and delinquency.

Sociology 4.9-4.10 — Personal Adjustment and Mental Health

2 terms — 6 semester hours

A course in the principles of mental health which when applied in daily living will help a person to adjust to day by day situations as they develop and, therefore, better to understand his relationship to himself.

Sociology 6.3 — Educational Sociology 1 term — 3 semester hours

A course dealing with personality formation, also with general understanding of school problems, and teacher and community relationships.

ROSTER OF STUDENTS

COLLEGE DEPARTMENTS

GRADUATE STUDENTS

- Amee, Alfred F., Lexington
 Barlog, John A., Roslindale
 Berry, Joseph M., South Boston
 Burrows, William H., Needham Hts.
 Calista, James Q., Central Falls, R.I.
 Callahan, Paul M., Jamaica Plain
 Carnicelli, Lena L., Quincy
 Celona, Joseph, East Boston
 Cheng, Chiung S., Taipei, Formosa
 Ciamillo, Paul A., Revere
 Clegg, Thomas E., East Weymouth
 DeNunzio, Mabel T., Revere
 Donnelly, Joseph J., Lowell
 Drew, Herbert A., Boston
 Epstein, Henry F., Mattapan
 Ey, Frederick J., Roxbury
 Farrell, William A., Lowell
 Feely, Joseph J., Mattapan
 Flagg, Warren L., Roslindale
 Giangregario, Gennaro, Revere
 Gold, Sheldon M., Lynn
 Guivens, Norman R., Quincy
 Haines, Carol B., Milton
 Hambelton, Herbert C., Jamaica Plain
 Heifetz, Helen, Chelsea
 Howlett, Ronald J., Mattapan
 Jennings, Robert L., Stoughton
 Jones, Richard A., Cambridge
 Joyce, Edward F., Watertown
 Keane, John P., Lynn
 Khirallah, Samuel J., Boston
 Kiernan, Katherine, Lawrence
 Laffey, Elinor M., So. Brewer, Maine
 Law, Charles, Weston
 Leno, Pearl W., Boston
 Lerra, George J., Boston
 Levenson, Donald W., Newton
 Levine, George H., Chelsea
 Mahoney, Charles A., Winchester
 Marandos, Anthony C., Nashua, N.H.
 McCarthy, Jean F., Lawrence
 McGowan, Thomas W., Billerica
 Minasian, George, Lawrence
 Moriarty, Paul J., Dorchester
 Nett, Dominic A., Waltham
 Nyhan, Jane L., Jamaica Plain
 Oates, Thomas E., Watertown
 O'Leary, Irene A., Somerville
 Papleacos, Stephen N., Lowell
 Pavo, Joseph A., Cambridge
 Poland, Gladys D., Huntington, Texas
 Puliafico, Joseph F., Hyde Park
 Raymond, James C., Lynn
 Reynolds, John J., Somerville
 Robinson, John R., North Andover
 Rutstein, Selma, Everett
 Sagan, Francis A., Milton
 Shapiro, Irwin, Revere
 Shea, James A., Dorchester
 Stern, Ludwig, Allston
 Stone, Marian R., Brookline
 Taft, Frank S., Newton Center
 Tierney, Arthur E., Revere
 Torrey, George N., Melrose
 Turo, Leo P., Worcester
 Woodrow, Donald P., Natick
 Zisi, Maria Z., Boston

SENIOR CLASS

Accomando, Charles M., Medford
 Alcott, William E., Dorchester
 Ameral, Henry J., Arlington
 Ansaldi, Vito J., Lawrence
 Aronson, Helen, Westboro
 Assortato, Cosmo J., Medford
 Autiello, Paul J., Lawrence

Basile, Stephen J., Bedford
 Berry, Alan L., E. Bridgewater
 Berube, Raynald G., Lewiston, Maine
 Bilodeau, Kenneth L., Waltham
 Bradley, Edward J., Roslindale
 Brown, Thomas E., Dorchester
 Bueno, Martin P., Richmond, Virginia
 Bunzel, Robert F., Readville
 Burns, James A., Lowell
 Byrne, Daniel J., Jamaica Plain

Caithness, Herbert C., Saugus
 Cardillo, George L., East Boston
 Carlson, Richard S., Medford
 Carrier, Emile E., North Quincy
 Cavanaugh, Francis R., Everett
 Ciapponi, Richard P., Needham
 Clarke, William J., Dorchester
 Clifford, Kevin A., Brookline
 Clune, Joseph T., Charlestown
 Cohen, Harold, Malden
 Coit, Robert S., Norwich, Conn.
 Colella, Henry V., Hyde Park
 Coleman, Florence, Roxbury
 Connelly, Louis B., Somerville
 Cook, Walter H., Foxboro
 Crocco, Victor J., Roslindale
 Crowley, James J., South Braintree

Dawson, Robert D., Cambridge
 DelTorto, Philip R., Somerville
 Dennis, Stanley R., Allerton
 Dillon, Thomas E., Beverly
 DiLorenzo, George A., East Boston
 Dolan, John T., Roxbury
 Dolan, Paul E., West Roxbury
 Donga, Cornelius J., South Boston
 Durham, Francis X., Jamaica Plain
 Durkin, Josephine, Lawrence

Eiermann, George P., Dorchester

Fisher, Lawrence H., Brockton

Gillis, Francis, Jr., Mattapan
 Gladstone, David W., Lynn
 Gomes, John A., Dorchester
 Grant, Robert M., Maden
 Grynciewicz, Theresa B., Webster
 Guarino, Louis, Jr., Marbehead

Hamel, John S., Haverhill
 Hardy, Carl K., Medford
 Harmon, Irwin, Revere
 Hart, Lewis J., Fayville
 Hauser, George W., Brookline
 Hemmer, Francis A., Jamaica Plain
 Hodgdon, Dean I., Jamaica Plain
 Hopkins, Lyman F., Scituate
 Horan, William J., Brookline

Kelley, Francis J., Quincy
 Kelley, Gerald F., Dorchester
 Kelley, Geraldine T., Scarsdale, N.Y.
 Kenney, Douglas R., Melrose
 Kramer, Robert L., Boston

Ladd, Jonathan P., Natick
 LaForest, Walter S., Waltham
 Lake, Albert E., Jamaica Plain
 Legg, Merrill A., No. Attleboro
 Leggett, Robert J., Wollaston
 Linney, John R., Lexington
 Lopresti, Alfred P., Malden
 Lorion, Donald E., Fitchburg
 Lydon, John J., West Roxbury

Mack, Joseph M., Stoughton
 Mack, Rebecca C., Chelsea
 MacKeen, James G., Holliston
 MacNicholl, John E., Lowell
 MacWilliams, Carl R., Quincy
 Madoff, Harvey, Cambridge
 Mahn, Robert R., Dorchester
 Mahony, Russell L., Chelsea
 Maloney, Francis B., Bridgewater
 Mansfield, Martin J., Rockport
 Mastronardi, Dorothy S., Revere
 McAskill, Arthur D., Stoneham
 McCabe, John F., Dorchester
 McCaffrey, John J., Lowell
 McCarthy, Francis J., Arlington
 McGee, Louis P., Boston
 McGee, Richard F., Woburn
 McGrath, Robert M., Lynn

SENIOR CLASS (Continued)

- McKeon, Edward R., Biddeford Pool, Maine
McLaughlin, Donald X., Boston
Melnyk, Walter R., Mattapan
Meskell, Charles P., Medford
Mikolaities, Julius M., Lawrence
Moore, Leon, Mattapan
Morris, Earl R., Teaneck, N.J.
Morse, James G., Waltham
Moschella, Robert P., Chelsea
Murphy, Philip A., Dorchester
- Napoli, Frank C., Belmont
Newman, Francis A., Pinehurst
Nocera, Daniel G., Everett
Nordlund, Robert S., Belmont
- Peabody, Myron F., Topsfield
Peretzian, Arthur, Roxbury
Perry, Philip E., Gloucester
Pevear, Corning, Marblehead
Pickering, Samuel W., Dedham
Post, John D., Boston
Poulin, Raymond G., Boston
- Raney, Francis M., Lowell
Recko, Robert L., Boston
Regan, James T., Dorchester
Rodman, Gerald, Dorchester
Rose, Jack J., Brighton
- Rubin, Arthur S., Dorchester
- Sadberry, Seymour C., Roxbury
Sandler, Loren J., Arlington
Sarno, Anthony F., Boston
Schelling, Maurice, Lawrence
Scurti, Frank J., South Boston
Shea, Alice F., Lawrence
Sheahan, John E., Medford
Shreder, Otto C., Methuen
Siciliano, Lawrence R., Boston
Slack, James J., Dorchester
Smith, Herman, Dorchester
Smith, Roderick W., North Quincy
Smyth, Alfred E., Somerville
Snyder, Nason, Brookline
Sokolow, Jacob L., Mattapan
Spead, Harry J., Lowell
Spinazola, Ronald C., Ashland
Spurr, Alfred E., Concord
Stokowski, Frank J., Dorchester
- Tabak, Edward H., South Boston
Talcott, John K., Winthrop
Terenzi, Antonio J., Beverly
Thompson, Paul B., Dorchester
- Wald, Warren S., Chestnut Hill
Walker, Arthur A., Stoneham
Weinberg, Ronald H., Revere

JUNIOR CLASS

Allen, Raymond P., Milton
 Andreson, Nicholas G., Worcester
 Antoniello, Victor M., Swampscott
 Assortato, Frank P., Medford
 Avery, Elton R., Hyde Park

Ballerino, Thomas L., Roslindale
 Barbanti, John P., Revere
 Barbone, Carmen R., Watertown
 Berglund, Francis N., Worcester
 Bernstein, Sanford, Lynn
 Blanchette, Joseph B., Salem
 Booker, Richard E., Boston
 Boutin, Aubrey B., Melrose
 Bowler, John E., Arlington
 Branagan, Edward J., Hyde Park
 Braude, May, Beachmont
 Brenner, Malcolm, Lynn
 Buckley, Francis E., So. Boston
 Burns, Robert J., Jr., So. Braintree
 Buttner, John F., Roslindale
 Byrnes, John F., So. Boston

Cappellano, Ottavio T., So. Boston
 Carlin, John F., Roslindale
 Carlson, Beverly J., Needham Heights
 Carmichael, John H., Jr., Belmont
 Cecilio, Narcisio J., Gloucester
 Cedergren, Robert F., Newton Upper Falls
 Christo, Robert C., Worcester
 Cimino, Anthony F., Milford
 Clayton, Frederic S., Chestnut Hill
 Cobham, William L., Cambridge
 Coburn, Andrew, Jr., Haverhill
 Cocuzzo, Anthony J., Brighton
 Collette, Ronald E., Dorchester
 Condon, Mason J., Lynnfield Center
 Cooper, Richard R., Arlington
 Costa, Frank P. J., Needham Heights
 Cote, Ernest J., Lynn
 Cronin, James G., Jr., Roslindale
 Cross, Ellis D., Hopkinton
 Crowley, John J., Dorchester
 Crugnola, Teresa D., Dorchester
 Cullinan, Christopher C., Malden
 Curtin, Timothy A., Lynn

Daley, William B., Peabody
 D'Ambrosio, Billino W., E. Bridge-
 water
 Daniels, Zaven S., Arlington

DeCoste, Robert W., Brighton
 DeFelice, James C., Chelsea
 DeFilippis, Anthony V., Malden
 DeNunzio, Louis F., Revere
 DerMarderosian, Armen, Needham
 DerMarderosian, Louise, Needham
 DeTour, Walter F., Everett
 Deveney, James J., Roxbury
 Dion, Edward G., Jamaica Plain
 Dionis, Charles L., Worcester
 Doherty, Bernard D. F., Framingham
 Doherty, James J., Boston
 Donahue, John S., Quincy
 Donohoe, John S., Lynn
 Donovan, John J., Somerville
 Dreyer, Franklin B., Wollaston
 Dunnet, John, Melrose
 Duquette, Joseph R., Lawrence

Egan, Eileen M., Dorchester
 Eldridge, Charles O., Braintree
 Epstein, Erwin A., Brighton
 Evangelidis, Kosma, East Douglas

Fairneny, Robert M., Boston
 Farrell, Bernard W., Brighton
 Fate, Joseph A., Portsmouth, N. H.
 Fayad, Albert J., No. Quincy
 Fennell, William J., Cambridge
 Fialkowski, Edward J., Peabody
 Fielding, James W., Winthrop
 Finnerty, Robert F., Boston
 Fisher, Kenneth M., Everett
 Fistel, Harold P., Boston
 Fitzpatrick, John T., Newton
 Floyd, William J., Jr., Lowell
 Freedman, Harold H., Chelsea
 French, Ronald J., Massena, N. Y.
 Furnari, Angelo, Salem

Gailius, Gilbert K., So. Boston
 Gallup, Dana H., Cambridge
 George, Ronald P., Salem
 Gillio, John, Worcester
 Giordano, Arthur J., Roslindale
 Giudice, Ronald, Medford
 Glass, David H., Chelsea
 Goldberg, Robert B., Dorchester
 Grasso, Robert R., Revere
 Grasso, Sebastian J., Lawrence
 Gray, John F., Charlestown
 Grey, Richard, Saugus

JUNIOR CLASS (Continued)

Griffin, John F., Somerville
Gross, Leonard J., Dorchester

Hachey, Donald T., Waterville, Maine
Hallowell, William L., Boston
Hancock, John, Malden
Healey, William D., Medford
Hobden, Richard W., E. Lynn
Hodges, Robert G., Wilmington
Holub, Rosemary A., Milton
Hood, Dorothy W., Boston
Howard, Edwin G., Saugus
Howell, Leo G., Brighton
Hughes, Richard M., Norwood
Hunt, Carl E., Jr., Millbury

Inglis, Donn R., Wakefield
Irwin, Margaret M., Lexington

Jannino, Charles R., Woburn
Johnston, George W., Brookline
Joyce, Martin F., Boston
Jung, James G., Jr., Boston
Juskiewicz, Andrew J., Norwood

Kearns, Francis X., So. Boston
Kelley, James W., Methuen
Kenney, Richard J., Woburn
King, Gordon F., W. Newton
Kleinfeld, M. Lawrence, Boston
Kraemer, Charles D., Rockland
Kroll, Paul F., Worcester
Kunian, Alan E., Lynn
Kurland, Leo M., Chelsea

LaConti, Anthony B., Revere
Lampropoulos, Christy, Somerville
Landau, Muriel A., Newton
Latham, Roland E., Boston
Lavine, Robert M., Worcester
Lebow, David L., Brookline
LePelley, William C., Saugus
Letorney, Cecilia A., Boston
Lichtenstein, Mark, Chestnut Hill
Lockyer, William S., Winthrop
Looby, Robert K., Boston
Luisi, Louis C., Boston

MacKenzie, William H., Waltham
Mackie, Charles H., Allston
Mahoney, John F., Dorchester

Marino, Stephen L., Chelsea
Markley, William F., Jr., Wakefield
Mask, Daniel H., Boston
Masuret, Francis M., Jr., Dorchester
Matthews, William H., Cambridge
Mazzocca, Salvatore R., Somerville
McCabe, Richard H., Lowell
McCue, Lawrence J., Reading
McDonald, James R., West Medford
McDonough, John L., Charlestown
McKenney, Charles H., Easton
McKinnon, John J., Jr., Worcester
McKinnon, John J., Medford
McLean, Paul J., Quincy
McMorrow, Thomas W., Rockland
Mello, Robert F., So. Boston
Merola, Robert N., Medford
Mignault, Harve J., Cambridge
Miller, Edward A., Lawrence
Miller, Howard, Milton
Miller, William J., Malden
Monahan, Peter M., W. Newton
Moomjian, Paul M., Medford
Morgan, Dan, Boston

Neas, Robert J., Somerville
Nichols, Theodore F., Mattapan
O'Brien, Arthur D., So. Hamilton
O'Donnell, Michael J., So. Boston
Ohannesian, Samuel, Watertown
Orent, Harold N., Roxbury
Orr, Daniel P., Stoneham

Pagliarulo, Michael J., Roslindale
Pantano, Salvatore, Salem
Pappas, Thomas, Lawrence
Parks, Norman S., Brookline
Patterson, Richard B., Lynn
Pepicelli, Frank A., Boston
Perry, Edward M., Jamaica Plain
Phillips, Edward J., Revere
Pierce, George F., Jr., Everett
Poirier, Alfred J., Medford
Polito, Paul A., Woburn
Poreda, Zygmunt S., Westwood
Poulos, Kenneth J., Jamaica Plain
Poulos, Peter A., Belmont
Provencher, Normand L., Boston
Prudente, John J., Braintree

Reilly, Edmund W., Hyde Park

JUNIOR CLASS (Continued)

Reilly, William J., Jr., Attleboro
Reynolds, Frederick J., Medford
Riley, Teasie, Salem
Ring, Jordan L., Mattapan
Rizza, Vincenzo S., Mattapan
Rocca, Dominic, Jr., Arlington
Rodberg, Stanley G., Brighton
Rooney, Thomas F., Needham
Rosmarino, Robert S., Lawrence
Ryan, Donald F., Revere

St. Onge, John J., Lynn
Sampat, K. Kumar, Bombay, India
Santos, Herbert J., Plainville, Conn.
Sarno, Michael T., Everett
Schneiderhan, Henry O., Boston
Schultz, Herbert L., Lawrence
Scleparis, Empetoklis, Dorchester
Sears, Eugene R., Waltham
Sears, Francis J., Danvers
Sears, Pierce J., Rockport
Selvitella, Henry R., East Boston
Semonian, Leon, Watertown
Shain, Robert J., Brookline
Shapiro, Edward L., Lynn
Shaw, William G., Quincy
Shea, George F., Lawrence
Sheehy, Marion J., Lawrence
Sher, Bertram G., Dorchester
Shyp, Leo A., South Boston
Simmons, Leon J., Waltham
Singer, Kenneth, Mattapan
Smith, Robert R., Arlington
Snetsky, Irving, Mattapan

Stilianos, George A., Lynn
Striar, Daniel E., Boston
Sullivan, Charles H., Dorchester
Swanberg, Arthur R., Brookline
Sweeney, John J., Roslindale
Sybicki, John J., Chelsea

Tateosian, George A., Haverhill
Thomas, Brendan F., Newton
Thomas, James L., Natick
Thomson, Charles A., Roslindale
Toscano, Leo M., Arlington
Tutunjian, James M., Somerville

Vangel, Louis A., Jamaica Plain
Viera, Daniel J., Stoneham

Waldron, Robert F., Chelsea
Walsh, Edward F., Medford
Walsh, Joseph P., Dorchester
Walsh, Richard J., Dorchester
Wedlock, Peter R., Woburn
Weeks, Daniel A., Squantum
Wholley, Josephine C., Lawrence
Wieliczkievicz, Chester A., So. Boston
Wilcox, William J., Nashua, N. H.
Wilkinson, Robert P., Lynn
Wolk, Milton J., Dorchester
Wolpe, Gilbert, Malden
Wong, Sherman, Boston
Wrenn, Michael J., Haverhill

Young, Annie L., Lawrence

SOPHOMORE CLASS

Adler, Benjamin H., Brookline
 Allen, John R., Cambridge
 Anglin, Gustave, Roxbury
 Archiprete, Joseph W., Cambridge
 Arnold, Edward H., Saugus
 Ashe, William J., Methuen
 Atkins, Donald B., Wollaston

Baboian, Robert, Watertown
 Bacon, Robert W., Arlington
 Bajak, Chester T., Andover
 Balukonis, Michael P., Dorchester
 Barker, Robert J., Winthrop
 Behen, Thomas S., Medford
 Belval, Peter C., Norwich, Conn.
 Benham, Edward J., Dorchester
 Benjamin, Carter J., Dorchester
 Berrizbeitia, Simon M., Cumana, Venezuela
 Bidmead, Warren T., Winthrop
 Bishop, Donald L., Lynn
 Bissonnette, Philip J., Worcester
 Bloom, James A., Brookline
 Bouchard, Joseph A., East Pembroke
 Bowen, Arthur C., Revere
 Brady, William G., West Roxbury
 Brogna, Anthony F., Winthrop
 Bronsdon, Richard J., Chelsea
 Brooker, Harry N., Dorchester
 Brown, Burton F., Quincy

Campbell, Virginia H., Cambridge
 Canter, Edward M., Brighton
 Caplan, Robert S., Dorchester
 Carroll, David J., Watertown
 Caston, Edward R., Lawrence
 Chipman, Sheldon M., Lynn
 Clifford, Stephen F., South Boston
 Coan, Philip G., Dedham
 Coleman, Joan L., Boston
 Coles, Philip H., Everett
 Connolly, Edward M., Everett
 Copponi, Lawrence L., West Roxbury
 Corbett, Daniel W., Waltham
 Corbett, John W., Brockton
 Cornell, Edward A., Natick
 Cosgrove, Thomas B., Arlington
 Courage, Thomas J., Wollaston
 Creamer, James J., Worcester
 Crotty, William L., Winthrop

Cullen, James E., Woburn
 Cummings, Kenneth S., Melrose
 Cunningham, William Y., Medford
 Currie, James M., Canton

Daly, John J., Hyde Park
 D'Angelo, Robert A., Hull
 D'Avolio, Ronald D., East Boston
 Day, Charles V., Randolph
 Demos, James A., Cambridge
 Dennehy, Philip F., Brighton
 DeVincenzo, Philip A., Revere
 Diamond, Edward J., Newburyport
 Dionne, Donald A., Boston
 DiPlacido, John J., East Boston
 Doherty, Edward A., Cambridge
 Doherty, William R., Roslindale
 Dorfman, Martin B., Lynn
 Dotson, Carlton H., Baltimore, Maryland
 Doucet, George W., Revere
 Dowcette, Robert A., Wakefield

Eisenman, Seymour, Dorchester
 Ellin, Melvin, Chelsea
 Enos, John F., East Boston
 Ettinger, Aaron, Brookline
 Ezekiel, Fred E., Bombay, India

Fair, Elliot T., Shelton, Conn.
 Feehan, Francis J., South Boston
 Feroci, Anthony V., Medford
 Ferrari, Ambrose F., Revere
 Finkelstein, David A., Dorchester
 Fitzpatrick, Francis J., Stoneham
 Flanagan, Donald B., Melrose
 Flood, Daniel J., Canton
 Flower, Kathleen T., Brookline
 Foderaro, Henry J., Lawrence
 Forzese, Anthony J., Lawrence
 Fox, Edward V., Dorchester
 Francis, Richard, Dorchester
 Frary, David F., Dorchester
 Fratantonio, Domenic L., Worcester
 French, Catherine E., Roxbury
 Fuchuck, Sylvester D., Everett
 Fusco, Joseph A., Revere

Gan, Max, Brookline
 Garavan, William J., Kingston, N. Y.

SOPHOMORE CLASS (Continued)

Gersh, Barry S., Brookline
 Gilmartin, Stephen M., Jamaica Plain
 Goldberg, Gerald A., Milton
 Goldenberg, Ralph, Dorchester
 Goldstein, Robert J., Brookline
 Granderson, Vernard M., Boston
 Greene, Alfred H., Dorchester
 Gusmini, Richard M., Somerville

Haley, Marjorie D., Boston
 Hanley, Joseph C., Roxbury
 Harris, Ralph M., Dorchester
 Hayes, Daniel A., Lowell
 Hayes, John A., Chelsea
 Hayward, David F., Milton
 Henry, Donald J., South Boston
 Himan, Stephen I., Revere
 Howe, Thomas A., South Boston
 Hunter, Ollie A., Boston
 Hurley, Paul T., Cambridge
 Hurwitz, Irving L., Newton

Isaacsen, William E., South Boston

Joseph, Richard N., Worcester
 Joyce, John M., Boston

Kachajian, George, Jr., Watertown
 Kames, Kenneth F., Medford
 Kaplan, Marvin G., Lawrence
 Karalexis, Evagelos L., Hyde Park
 Katsenes, Charles A., Newton
 Kelley, Edward T., Jamaica Plain
 Kelley, George P., Boston
 Kelly, James P., Brighton
 Kessler, Norton L., Everett
 Keyes, Robert D., North Quincy
 Khirallah, Ernest R., Boston
 Kilmain, George F., Wellesley
 King, James W., Revere
 Kingston, George R., Revere
 Kirkpatrick, William E., Framingham
 Kostopoulos, Anthony P., Cambridge

LaCreta, John J., Wilmington
 Langone, James F., Everett
 Latino, Anthony L., Revere
 Lawrence, Charles P., Hanover
 Leanos, James, Woburn
 Leonard, Rudolph, Chelsea
 Leonard, Thomas W., Dorchester
 Levine, Milton S., Dorchester

List, James M., Somerville
 Lynch, Richard E., Bradford

MacDonald, Alan J., Arlington
 Mackey, John J., Dorchester
 Mackinnon, Benina, Belmont
 MacLean, Priscilla L., Cohasset
 MacPherson, Angus J., So. Lawrence
 Maguire, John P., Watertown
 Malfitano, Rocco J., Revere
 Malta, Charles, Jr., Everett
 Marcinkus, Albin W., South Boston
 Marksman, Edwin A., Boston
 Marsters, Earle M., Quincy
 McAllister, Paul F., South Boston
 McCarthy, Walter F., Brockton
 McDonnell, Edward F., Hyde Park
 McIntosh, Edward A., Weymouth
 McInnis, John T., Cambridge
 McLaughlin, George R., West Rox-
 bury

McLoon, Norman D., Lowell
 McMahon, Henry M., Cambridge
 Meady, James E., Malden
 Mellace, Arthur W., Revere
 Miller, Donald, Dorchester
 Moller, William H., Malden
 Moore, Eldridge, Boston
 Morley, Robert L., Malden
 Mullen, Daniel A., Dorchester
 Mundie, John W., Quincy
 Murphy, Walter E., Auburndale

Nastasi, Nicholas R., Arlington
 Nazzaro, Joseph S., Revere
 Neal, Gerard J., Dorchester
 Norton, Joseph E., Dorchester
 Novak, Richard W., Roslindale

O'Brien, James P., Dorchester
 O'Donnell, Thomas F., Everett
 Ogilvie, Donald W., Bedford
 Oppenheim, Larry E., Revere
 O'Rourke, John F., Cambridge
 Osborne, Joan M., Quincy
 O'Sullivan, George P., Pepperell
 Otto, Elizabeth E., Roslindale
 Otto, Margaret A., Roslindale
 Owens, Rolf H., Lynnfield Center

Padova, Joseph P., Revere
 Panarese, Alexander D., Everett

SOPHOMORE CLASS (Continued)

Pasillo, Ruth L. M., Boston
 Paul, Ronald A., Revere
 Phinney, John F., Boston
 Picardi, Michael A., Somerville
 Pilavis, Michael A., Somerville
 Prestia, Carl A., Everett

Raduano, Joseph T., Cambridge
 Rahicki, Donald J., Medford
 Regan, Arthur L., Winchester
 Regan, James M., Portsmouth, N. H.
 Reynolds, Charles E., Wellesley
 Rooney, Harold H., Belmont
 Ross, Edmund A., Dorchester
 Ross, Howard M., Malden
 Ross, James R., Revere
 Roth, Alan C., Milford, Conn.
 Rubin, Murray B., Lynn
 Rudolph, Margaret J., Belmont

Saarinen, Newton, Maynard
 Salvaggio, Dominic J., Quincy
 Saponaro, Joseph A., East Boston
 Sarofian, Ronald, Haverhill
 Savard, Gary R., Chelsea
 Sesnovich, Daniel, Roxbury
 Senecal, Paul R., Boston
 Shaffer, Leon A., Chelsea
 Shaffer, Richard E., Revere
 Shea, Paul R., Cambridge
 Sheridan, James F., Pawtucket, R. I.
 Shuman, Ralph J., Mattapan
 Silverman, Robert N., Lawrence
 Smith, Thomas M., Boston
 Spallina, Peter C., Revere
 Spera, Mary J., Medford
 Sperlinga, John P., Woburn
 Spurr, Philip A., Concord
 Stack, Edward M., No. Walpole, N.H.
 Zuk, Robert A., Dorchester

Stasio, Humbert V., Winthrop
 Staskiewicz, Daniel T., Chelsea
 Stenberg, John R., Boston
 Sullivan, John W., Dorchester
 Sullivan, William P., Winchester

Tarshi, Michael J., Lawrence
 Tateosian, John, Haverhill
 Themo, Victor N., Boston
 Theriault, Raymond J., Boston
 Topalian, Robert G., Brighton
 Trond, Frank C., Taunton
 Trovato, Joseph A., Dedham
 Triantafilu, William M., Plymouth,
 N. H.

Varoutsos, Peter C., Woburn
 Vaughan, Leonard E., Jamaica Plain
 Vezina, Richard L., Berlin, N. H.
 Vining, Charles W., Somerville
 Volante, Richard L., Brighton
 Volta, Edward P., East Boston

Wade, William C., Arlington
 Waldman, Harold, Dorchester
 Walsh, James G., Lawrence
 Wedholm, Ralph H., Quincy
 Weiner, Norman, Malden
 Wheeler, Richard M., Keene, N. H.
 Whetton, Paul D., Needham
 Wilcox, Joseph, Cambridge
 Wilkins, Walter R., W. Chelmsford
 Wong, Hyman, Quincy

Zahka, Philip A., Allston
 Zevitas, Stephen J., Boston
 Zollo, Felix J., Revere

FRESHMAN CLASS

Abbott, Gordon L., Beverly
 Acquaviva, Vincent A., Revere
 Agneta, Joseph D., Medford
 Ahern, Francis X., Jamaica Plain
 Alakel, George S., North Andover
 Alessi, Edward E., Arlington
 Alexander, Alfred L., Revere
 Alexander, David C., Dedham
 Alfano, Joseph J., Lowell
 Allen, Jane A., Boston
 Alizio, Francesco A., Jamaica Plain
 Ames, John J., South Boston
 Anderson, Paul F., Westwood
 Appel, Sheldon, Revere
 Arrichiello, Richard, Fall River
 Atkins, Burton E., Dorchester

Bamberg, Fred J., Arlington
 Banevicius, Algis, Boston
 Baptista, Norman A., Providence, R. I.
 Barden, Stewart L., Boston
 Barron, Beverly A., Lynn
 Beale, Donald, Dedham
 Beineke, Robert A., Brookline
 Benedict, Paul B., Hyde Park
 Bereznick, Marshal A., Mattapan
 Berger, Irwin M., Lawrence
 Berman, Fredley, Dorchester
 Bern, Morris B., Dorchester
 Bingham, Phyllis J., Brookline
 Black, Richard L., Quincy
 Blair, Max, Chelsea
 Bland, James J., Cambridge
 Blasi, Albert J., Revere
 Bloom, Myron, Taunton
 Boutte, Ronald V., Roxbury
 Bradley, John T., West Roxbury
 Bruce, John A., Swampscott
 Buonagurio, Daniel P., Milton
 Buono, Domenic S., East Boston
 Burg, Stephen J., Brookline
 Burman, Morton H., Roxbury

Cadoret, Nancy J., South Braintree
 Cady, Arthur L., Randolph
 Cafferty, John F., Dorchester
 Callahan, William E., North Adams
 Cammarata, Salvatore C., Revere
 Canney, Edward J., Roxbury
 Capano, Carlo J., Lynn
 Capobianco, John A., Revere
 Cardillo, Marcel J., Everett

Carmody, James G., Brookline
 Carrigan, Thomas P., Wollaston
 Carroll, Arthur J., Roxbury
 Carroll, Robert C., Dorchester
 Catarius, George A., Everett
 Cavanaugh, Thomas F., Jamaica Plain
 Chandler, Willard M., Cambridge
 Chiarvallotti, Daniel J., Clinton
 Chisholm, William F., Somerville
 Ciccarello, Cosmo M., Chelsea
 Cicco, Michael J., Melrose
 Cipriano, Joseph R., Everett
 Clancy, Thomas P., Brighton
 Clifford, Terrence M., Brookline
 Cohen, Gerald S., Revere
 Cohen, Lawrence, Newtonville
 Cohen, Marshall P., Brookline
 Cohen, William J., Mattapan
 Collins, Frederick J., Saugus
 Collins, William R., Wakefield
 Colucci, Daniel R., Roslindale
 Comeau, Richard J., Roxbury
 Conboy, Arthur A., Randolph
 Connolly, John P., Boston
 Corbett, Daniel P., Brockton
 Costa, Joseph J., Roslindale
 Couture, Donald P., Cambridge
 Cowhig, William J., Revere
 Crampton, Paul D., Woburn
 Crotty, Francis, Belmont
 Cunniff, Robert J., South Boston
 Curtis, William H., Beverly

D'Agostino, Ralph J., Boston
 Dailey, Francis M., Dorchester
 Daly, Edward A., Lowell
 Daly, Joseph T., Dorchester
 de la Flor, Paula G., Watertown
 Delaney, John F., Mattapan
 Dickerson, James H., Boston
 DiGiovanni, Gerald J., Roslindale
 DiMaggio, Richard P., Hyde Park
 DiManno, Paul J., South Boston
 Doherty, Philip M., West Roxbury
 Doherty, William V., South Boston
 Dolan, George W., Marlboro
 Donohue, John J., Lawrence
 Driscoll, Lawrence G., Dorchester
 Drouin, Donald G., Lynn
 Drummond, Dorothy E., Boston
 Duren, Samuel D., Roslindale

FRESHMAN CLASS (Continued)

Edstrom, Roy A., Upton
 Egan, Marguerite M., Dorchester
 Egleston, William T., Watertown
 Engel, Robert S., Somerville
 Ey, Patricia E., Roxbury

Farrell, Louis R., Winchester
 Feldman, Martin W., Newton
 Figueiredo, Albert J., Wakefield
 Fitzgerald, Alice M., Watertown
 Fitzgerald, James E., Revere
 Flaherty, Brian S., Dorchester
 Flaherty, Thomas J., Dorchester
 Follett, Donald R., Somerville
 Fortier, Norman F., Derry, N.H.
 Frank, Joseph, Mattapan
 Freeley, Kenwood P., Boston
 Frisoli, Paul W., Cambridge

Gallagher, Raymond E., Everett
 Gargano, Paul A. J., Cambridge
 Gearty, John J., Malden
 Gelmo, Marvin P., Hyannis
 Geraci, Joseph R., Lawrence
 Gilbert, Robert W., Methuen
 Gill, Norman E., Winthrop
 Gillick, Francis W., North Andover
 Glazer, William B., Chelsea
 Goggin, Antone P., Lynn
 Goldberg, Gerald H., Dorchester
 Goldberg, Marvin B., Lowell
 Goodrich, Robert B., Charlestown
 Grace, Irving, Worcester
 Granan, James J., Albany, New York
 Green, Irwin M., Dorchester
 Grusby, Norbert, Dorchester

Hall, George H., Chelsea
 Halpin, William G., Dorchester
 Hardiman, George C., Roxbury
 Harian, Peter, W. Somerville
 Hayden, Charles A., Dedham
 Hayden, William J., Somerville
 Henaghan, Joseph J., Dorchester
 Hoffman, Marshall G., Lynn
 Horgan, Gerard J., South Boston

Intravaia, Robert J., Somerville

Jackson, Wilbur K., Boston
 Janocha, John J., Lowell

Kaplowitch, Norman A., Revere
 Katz, Stephen, Mattapan
 Kean, Peter F., Brighton
 Keefe, William H., Dorchester
 Kearney, Joseph M., Hyde Park
 Kelley, Martin J., Dorchester
 Kelly, Robert W., Jamaica Plain
 Kennally, James R., Quincy
 Kennedy, John J., Jamaica Plain
 Kenney, Stephen P., Somerville
 Khentigan, Anthony, Jr., Methuen
 Kilfoyle, Ralph D., Cambridge
 Kimbriel, Billy Lee, Providence R.I.
 Kinlin, Bruce D., Wellesley Hills
 Korenblum, Arnold, Worcester
 Krantz, Burton L., Dorchester
 Kurlansky, Lawrence E., Brookline

Lambros, Nickolas, Dracut
 Landrigan, Robert W., Reading
 Lane, John W., Boston
 Laurie, Robert S., Milton
 Lawrence, Charles H., Hingham
 Lawrence Thomas R., Boston
 Lazzarino, Frank J., Stoneham
 Leger, Joseph R., Fitchburg
 Legere, Joseph R., Waltham
 Lennon, Francis M., Dorchester
 Leonard, Anderw T., Charlestown
 Liberty, James B., Lynn
 Locke, Edmond M., Nahant
 Lomartere, Charles P., Canton
 Long, James H., Dorchester
 Long, John J., Somerville
 Love, Robert P., Revere
 Lustgarten, Robert, Revere

MacDonald, Ronald H., W. Roxbury
 MacPhee, John N., Roxbury
 Magoon, Norman L., Winthrop
 Makarounis, Alexander G., Lowell
 Malone, Sheila A., Peabody
 Manfredonia, Joseph A., East Boston
 Manning, William G., Boston
 Mannos, Raymond L., Chestnut Hill
 Mansfield, William J., Medford
 Marcus, Harold S., Winthrop
 Margeson, Charles E., Melrose
 Marinos, Robert A., Lynn
 Matheson, John B., Cambridge
 Mayer, Joseph F., Roxbury
 McCann, Michael C., Dorchester

FRESHMAN CLASS (Continued)

McCarthy, Calvin T., Peabody
 McCarthy, Mary R., Roxbury
 McCarty, James B., Dorchester
 McCormack, John M., Revere
 McDade, Paul R., Watertown
 McDermott, Joan E., Quincy
 McGee, Francis P., Charlestown
 McInerny, Stephen R., Woburn
 McKinnon, Donald L., Woburn
 McLaughlin, John J., Roxbury
 McLean, Robert J., Lynnfield Ctr.
 McManus, Thomas E., Roxbury
 Metros, John G., Dracut
 Michaud, Frederick J., Wilmington
 Minsky, Gerald W., Chelsea
 Mitchell, John F., Brookline
 Moore, Vincent R., Somerville
 Morad, Michael J., Boston
 Moran, William J., Dorchester
 More, Joseph E., Medford
 Morse, Philip M., Stoneham
 Mulcahy, Chester R., Essex
 Murphy, Ellen F., North Cambridge

Nassif, George A., Framingham
 Natale, Gerard J., E. Boston
 Neal, Robert J., Cambridge
 Newell, Edward L., Rockland
 Nolan, John E., Cambridge
 Noreau, John J., Cambridge
 Norris, Thomas F., Lynn

O'Brien, John J., Medford
 O'Brien, John W., Melrose
 O'Brien, Joseph B., Melrose
 O'Brien, Richard F., Boston
 O'Brien, Thomas J., South Boston
 Occhipinti, Vincent J., Winthrop
 O'Donnell, William T., Somerville
 O'Hara, Joseph T., Revere
 Orlandello, Anthony L., Revere
 Osman, Ahmed M., Dorchester
 O'Sullivan, Robert H., Cambridge

Parrella, Richard, Medford
 Pass, Richard L., Watertown
 Pearse, Phillip R., Arlington
 Pedi, Paul S., Chelsea
 Penn, Richard M., Revere
 Perno, Julio F., Somerville
 Perry, Antone F., Taunton
 Peterson, Charles W., So. Hanover

Pettoruto, Lawrence J., Lawrence
 Phelan, William M., Winthrop
 Philips, Frederick E., Boston
 Phippen, Richard S., Hanover
 Picano, Francis L., Stoneham
 Picardi, Ann L., Revere
 Piccolo, Daniel D., Haverhill
 Pike, Allen M., Revere
 Piscitelli, Pasquale, Brockton
 Pitts, Edgar L., Jamaica Plain
 Poirier, Robert E., Somerville
 Powers, Joseph C., Saugus
 Price, Russell W., Newton
 Puckett, Francis H., Wellesley

Quinn, Paul J., Lowell

Rauseo, Salvatore G., Everett
 Reardon, Thomas F., Sharon
 Reese, Stella M., Roxbury
 Regan, Francis J., Woburn
 Reilly, William G., Wellesley
 Riccio, Anthony E., Lawrence
 Ripa, Ronald A., East Boston
 Roach, James P., Dorchester
 Roberts, George A., Schenectady, N.Y.
 Robinson, Richard P., Brighton
 Roche, Robert B., Reading
 Rosen, William, Dorchester
 Russian, Robert P., Cambridge
 Russo, Thomas R., Watertown
 Rutkowski, Edward S., Cambridge
 Ryan, Kenneth N., South Boston

Sadowski, Paul A., Somerville
 Saideh, William A., Cambridge
 Salkind, Kenneth W., Brookline
 Sansone, Robert E., Everett
 Santosuosso, Nicholas D., Medford
 Savasta, John N., Norfolk
 Savastano, Paul J., Lawrence
 Scholar, Emil M., Roslindale
 Schulz, David E., East Pembroke
 Sears, Jerome T., Waltham
 Seeley, E. Rea, Boston
 Segel, Martin C., Worcester
 Serino, Anthony C., Revere
 Sesnovich, Joseph, Roxbury
 Shannon, Donald B., Revere
 Shaw, Donald G., Everett
 Shaw, Walter D., Everett
 Shea, Francis X., Somerville

FRESHMAN CLASS (Continued)

Shea, John A., Watertown
Sheff, Gerald B., Mattapan
Silvasy, John J., Roxbury
Simons, Robert E., Lynn
Skehan, William R., Roslindale
Skujins, Zigrida, Dorchester
Slattery, William P., Hyde Park
Small, William J., South Boston
Solari, Charles W., Somerville
Staats, Charles D., Boston
Steinfeld, William F., Brookline
Sugrue, Maureen E., Roslindale
Sullivan, Paul J., Jamaica Plain
Sullivan, Philip P., Mattapan
Swaebe, Philip H., Belmont
Swartz, Leo T., Dedham

Talanian, Roger R., Hyde Park
Tarpey, Clifford H., Lowell
Tatten, Robert F., Brighton
Tatten, Russell C., Brighton
Taylor, Raymond L., Medford
Thibault, Thomas L., Somerville
Timony, Donald P., Lawrence
Tower, Harry R., Somerville

Tranfaglia, George P., East Boston
Trant, Robert F., Cambridge
Tsapatsaris, Michael N., Lowell
Tully, Arthur W., Revere

Vincent, Robert J., East Boston

Walsh, Herbert M., Brighton
Wasserman, Martin A., Brookline
Webber, Paul D., Waltham
Weiner, Robert E., Malden
Weinrib, Jacob A., Brookline
Weinstein, Joel S., Dorchester
West, Forrest J., Malden
Whelan, Kathleen, Revere
White, Paul J., Cambridge
Williams, Mary G., Cambridge
Wilson, Richard H., Cambridge
Wilson, Robert W., Canton
Wood, Philip J., Dorchester
Wormstead, Charles N., Saugus

Zapasnik, Robert A., Cambridge
Zapolski, Virginia C., Lynn
Zirakian, Michael S., Jamaica Plain

SPECIAL STUDENTS

Abber, Jules B., Brookline
 Acas, Richard J., Haverhill
 Alley, Roger J., Lynn
 Arnold, Robert K., Worcester
 Augrain, Jean-Claude M.,
 Bordeaux, France

Bennett, Donald J., Boston
 Boon-Long, Sulee,
 Bangkok, Thailand
 Bowe, Robert L., Lynn
 Brown, Ralph, New Bedford
 Buckley, Robert E., Somerville
 Burkinshaw, William P., Cohasset
 Burnham, Gerald F., Newtonville

Camoscio, Frank J., Boston
 Canapary, Claire V., Boston
 Carp, Richard, Medford
 Carroll, Robert A., Somerville
 Chevoor, Robert R., Watertown
 Christen, Richard W., Boston
 Ciccolo, Raymond J., Cambridge
 Clarke, Gerald P., Dorchester
 Cohen, Samuel, Chelsea
 Corkum, Harold S., Danvers
 Corkum, Spencer, Waltham
 Cox, Loren D., Dorchester
 Crisp, Edward D., Dorchester
 Curtis, John P., Jamaica Plain

Davidson, Donald A., Beverly
 Day, Paul D., Waltham
 DeFrancesco, Frank, West Medford
 DeRosa, Alice A., Boston
 Dewey, Ronald E., Malden
 DiFiore, Donald A., Boston
 Dogan, Godfrey A., Roxbury
 Duby, Robert W., Worcester

Eisinger, Allan,
 Woodmere, L.I., N.Y.

Famolare, Joseph P., Brookline
 Famolare, Leo H., Brookline
 Ferguson, George B., Boston
 Fisichella, Josephine A., Methuen
 Flynn, Robert J., Allston
 Freeman, Marion H., Winthrop

Gabriel, Henry, Cambridge
 Gaffney, James E., Swampscott
 Galvin, Donald E., Lynn

Gilboy, George A., Boston
 Giroux, Constance A.,
 Skowhegan, Maine
 Giuggio, Mario, Boston
 Goodman, Dorothy L., Boston
 Griganavicius, Wanda A., So. Boston

Head, Elizabeth J., Boston
 Herne, Webster R., Allston
 Horne, Roosevelt, Cleveland, Ohio

Jaferian, Edward R., Boston
 Joslin, Joseph J., Brookline

Kaper, Jerome J., Stoneham
 Kilcourse, John T., North Andover
 Kreutel, Kuni, Seekonk

Lalime, James L., Boston
 Laferriere, Claire M., Boston
 Lane, Paul G., Chestnut Hill
 Lathuras, George R., Brookline
 Lombardo, Joseph G., Belmont

Macdonald, Donald J., Dorchester
 Mack, Belle P., Winthrop
 MacKinnon, John E., Somerville
 Magner, Dennis J., E. Greenwich, R.I.
 Mallett, Joan, Bath, Maine
 Marsden, Marion H., Lawrence
 Matta, Henrietta G., Brockton
 Mazzuca, John L., Kingston, N.Y.
 McCarthy, Daniel A., Lawrence
 McCarthy, Edward G., Marlboro
 McDonough, George J., South Boston
 McGrail, Roy E., Needham
 Meehan, Robert H., Braintree
 Monaghan, Edmund, Jr., Everett
 Morse, Francis X., Cambridge
 Murray, Allan B., Auburndale

O'Connell, Jeremiah E.,
 Providence, R.I.
 Osman, Seymour, Dover, N.H.

Pashoian, Edward L., Malden
 Patriarca, John, Newton
 Perrotti, David A., Malden
 Pulsifer, Albert E., Melrose
 Rattazzi, Peter W., Boston

Quinn, Frederick W., Brockton

SPECIAL STUDENTS (Continued)

Reardon, William F., Boston
Riccio, Dante A., Boston
Robicheau, Adolphe, Boston
Ross, Edward T., Roslindale

Sacco, George L., Medford
Sachs, Rachel A., West Roxbury
Sarkisian, Richard, Boston
Saunders, Oatman, Belmont
Sheehan, Paul F., West Roxbury
Sherman, I. David, Brookline
Singer, Barry M., Medford
Smith, Phillip F., Boston
Smokler, Paul, West Roxbury
Snetsky, Harvey H., Mattapan
Spillane, Richard P., West Roxbury
Stowell, Richard E., Revere
Sullivan, Edward V., Arlington

Sullivan, Robert J., Dorchester

Taggart, Rohiah D., Marshfield
Tarpey, Patricia A., Roxbury
Taylor, Ray C., Quincy
Tiernan, William H., Revere

Walsh, Edward M., Norwood
Walsh, John F. M., South Boston
Waltman, Carl E., Chelsea
Wolfgang, Aaron, Chelsea

York, Robert M., Watertown

Zazula, Harry, Chelsea
Zisk, Jordan S., Boston
Zollo, Robert W., Revere
Zumwalt, Robert L., Sudbury

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